

# **Vice Chair of Committee, Orkney Islands Council**

## **Role Description**

To be read in conjunction with the role description for councillors.

### **1. Purpose of Role as Committee Vice Chair**

1.1. To deputise as chair of meetings of the Committee and any Sub-committees, Working Groups or Consultative Groups established to support the work of the Committee, ensuring that they are undertaken in line with the Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council, the Scheme of Administration and the Scheme of Delegation.

1.2. At the request of the Chair of the Committee, to chair meetings of any Sub-committee, Working Group or Consultative Group established to support the work of the Committee.

1.3. To champion the Service(s) and to assist the Chair in ensuring that delivery is in alignment with national, Local Outcome Improvement Plan and Council priorities.

1.4. To assist the Chair in developing and maintaining effective relationships with partner organisations and other agencies in relation to the work of the Committee as appropriate.

### **2. Key Tasks/Accountabilities**

To deputise for the Chair and to assist him/her in the following tasks:

2.1. To ensure the development of policy relevant to the remit of the Committee, and that balanced decisions are taken based on all relevant advice and always with impartiality and fairness.

2.2. To ensure that an overall corporate approach is taken in the development of policies and provision of services.

2.3. To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee.

2.4. To develop and maintain effective working relationships with Members and officers, particularly the Chief Executive, Executive Directors, chief officers and the Committee Officers.

2.5. To act as the Council's and the Committee's elected member representative on relevant external bodies as required.

2.6. To comply with statutory and Council regulations and procedures in relation to the work of the Committee.

2.7. To maintain the highest standards of conduct and ensure public confidence in Council services.

2.8. To act as spokesperson within and outside the Council in relation to the remit of the Committee.

2.9. To liaise with the Service Director(s) to ensure the learning and development needs of the Members of the Committee are met through briefings, seminars etc.

2.10. To liaise closely with the Chair to ensure both are apprised of significant developments relating to matters within the remit of the Committee, and in order for the Vice Chair to be able to effectively deputise for the Chair, if required.