pORTFOLIO – CHAIRMEN OF SERVICE BOARDS

1. **Main Role**
	1. To lead the Council’s activities in relation to those functions covered by the Terms of Reference of the Board.
	2. To ensure that the Board deals with its functions in a fair and proper manner having regard to the Council’s policies and statutory provisions relating thereto including the rules of natural justice and human rights legislation.
2. **DUTIES AND RESPONSIBILITIES**
	1. Chair meetings of the Board.
	2. Maintain an understanding of the policies and issues relating to the delivery of those services being the responsibility of the Board and in particular be informed of developing issues at local, regional and national levels.
	3. Be aware of those issues that have an effect on services being the responsibility of another Service Board and ensuring that, before the Board reaches a conclusion on such cross-cutting matters, that the views of the other Service Boards have been taken into account.
	4. Ensure, in relation to each function of the Board, that appropriate policies and processes are adopted to enable the Board to undertake its functions in a fair and even-handed manner within the Council’s approved policies.
	5. In relation to the preparation, alteration and adoption of any Policy Framework documents ensure that adequate arrangements have been made to involve all Councillors, employees where appropriate, residents and other stakeholders in the preparation and review of such plans.
	6. Ensure that all Members of, and Officers serving, the Board take full and proper account of the legislative framework in setting any relevant policies and processes.
	7. Ensure that mechanisms are put in place to regularly measure the efficiency and quality of the arrangements for dealing with the functions of the Board.
	8. Ensure Members of, and Officers serving, the Board comply with the rules relating to declaration of interests.
	9. Take the lead in setting the Board’s budgets, fees and charges and put effective budget monitoring procedures in place.
	10. Ensure that appropriate Member training programmes and seminars are arranged to enhance Members’ knowledge and ability to carry out the Board’s functions in accordance with legislation, the Council’s policies and other codes and rules affecting such functions.