

Supplementary Role Profile for the Chairman and Vice Chairman of the Council

This document builds on the general role profile for Suffolk County Councillors.

This document summarises the main features of working as the Chairman or Vice Chairman of the Council and for which a Special Responsibility Allowance is paid under SCC Constitution Part 7, Schedule 1 'Rates of Basic and Special Responsibility Allowances'.

Main Purpose of the Role of the Chairman:

The main responsibilities of the Chairman of the Council include upholding the Constitution of the County Council, principally through presiding over meetings of the Council; promoting the County; encouraging greater partnership working and acting as an ambassador and champion for Suffolk.

Key Relationships:

1. All Councillors
2. Chief Executive
3. Assistant to the Chairman

Main Activities and Responsibilities:

Constitutional Role

1. To uphold and promote the principles and purposes of the Suffolk County Council Constitution and to interpret it where necessary.
2. To preside over meetings of the Council so that its business is carried out efficiently and with regard to the rights of Councillors and the interests of the community.
3. To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which all Members are able to hold Cabinet Members and Committee Chairmen to account

Promotional Activities

4. To participate in promotional and public relations activities on behalf of the County Council.
5. To promote public involvement in the Council's activities.
6. To represent the County Council at civic and ceremonial functions as may be considered appropriate by the Chairman.

Ambassadorial Role

7. To act as an ambassador and champion for Suffolk and for the County Council both within the County and outside.
8. To receive delegations from international partners and lead foreign visits as appropriate.

Partnership Working

9. To host events which might promote better understanding and partnership working between the County Council and various private, public and voluntary agencies.
10. To host functions to recognise community and voluntary groups and other bodies which have made a significant contribution to life in Suffolk.

Additional Responsibilities:

11. To nominate a charity for receipt of funds raised during the Chairman's year of office.
12. To attend briefing meetings and deal with administrative matters in connection with Council meetings.
13. To report to Council on Chairman's engagements undertaken since the previous Council meeting.
14. To invite guests to Council meetings to give a 'thought for the day', Chairman's Announcements or other items on the Agenda.
15. To safeguard the Chairman's badge of office to protect it from loss or damage.
16. To deal with correspondence addressed to the Chairman.
17. To determine the nature and extent of hosted engagements (e.g. Chairman's reception) and be mindful of the financial and other resource implications.

Estimated average monthly time spent on the role:

Main Purpose of the Role of the Vice Chairman:

The role of the Vice Chairman includes:

1. Deputising for the Chairman at Council meetings in the event that the Chairman is not present.
2. Deputising for the Chairman of the Council in relation to any of the main activities and responsibilities of the Chairman as requested by the Chairman of the Council, or by the Chairman's Assistant on behalf of the Chairman.
3. Safeguarding the Vice-Chairman's badge of office to protect it from loss or damage.

Special Notes:

Neither the Chairman nor the Vice Chairman may be a member of the Cabinet.

There is a small annual budget managed by the Head of Democratic Services for meeting the costs of Chairman's engagements. The Chairman will need to be mindful of this and the Council's overall financial position when planning activities.

The Chairman and Vice Chairman will each undertake personal development in connection with the role as necessary.