

Job Title: Committee Officer	Role Profile Number: GO5526
Grade: Salary: Q	Date Prepared: August 2021
Directorate/Group: Operations	Reporting to: Senior Committee Clerk
Structure Chart attached: Appendix One	Yes

Job Purpose

- To provide high quality support to manage the operation of Swindon Borough Council’s political decision-making structure. This includes providing committee services to the Council, Cabinet, Scrutiny and Overview Committees, Regulatory Committees and other Council bodies. This includes bodies at ‘arms length’ to the Council such as Education Appeals Panels.

Key Accountabilities

1. To manage, service and provide the particular meetings of Council bodies (e.g. Council, Cabinet, Overview and Scrutiny Committees).

To undertake this role by way of –

- Organising and attending meetings (which may be physical or online);
- Preparing agenda, minutes, action sheets and decision notifications;
- Researching and preparing reports as required to support the work of the Committees and other bodies for which the Committee Officer is responsible;
- Preparing and implementing Agenda Management Plans for the Committees and other bodies for which the Committee Officer is responsible, and ensuring that these plans are circulated to and actioned by all those within or external to the Council submitting items and reports;
- Project managing the agenda management process for the Committees and other bodies for which the Committee Officer is responsible;
- Undertaking administrative and quasi-legal procedures (e.g. Appeals administration, preparing public notices, legal orders etc.);
- Providing procedural advice as required to the Committees and other bodies for which the Committee Officer is responsible;
- Preparing and providing briefings and briefing notes as required for the Chairs of the Committees and other bodies for which the Committee Officer is responsible;

- Undertaking performance monitoring and general record keeping as are required to support the effective operation of particular Council bodies and of the Committee and Member Services Division generally.
- Broadcasting Council meetings.

2. Direct responsibility for ensuring that: -

- Appropriate matters are brought before Council Committees and other bodies in accordance with statutory time scales and requirements, and the Council's policy and practice,
- Decisions are properly recorded,
- Decisions of Council Committees and other bodies are implemented, where the required action falls within the remit of the Committee Officer, and that in all other instances to advise the appropriate officers or Groups of the action to be taken, and
- An archive record is established and maintained for the Committees and other bodies for which the Committee Officer is responsible.

3. Advise and provide interpretation (both internally within the Council and externally) of

- the Council's Constitution;
- procedural matters;
- terms of reference of other bodies,

for the Committees and other bodies allocated to the post holder.

4. Provide cover for the servicing of other meetings of the Council's various bodies and other related bodies as required by the senior committee clerk or head of elections and democracy.

5. Research and respond to correspondence and communications from Members of Parliament, Councillors, Government departments, the public and others, including customer comments, complaints and Freedom of Information requests, and otherwise to identify and forward such correspondence and communications to other appropriate officers for response.

6. Act as clerk to bodies dealing with Appeals and similar quasi-judicial hearings (e.g. Education Appeals) and, subject to the knowledge held and / or training given to, on occasion, at such meetings be solely responsible for: -

- Explaining procedures to applicants and appellants and for dealing with any questions they may have;
- Ensuring that relevant facts are presented in an appropriate way;
- Ensuring that a correct order of business is followed;
- Where required be an independent source of advice on procedures;
- Recording the proceedings, decisions and reasons;
- Ensuring that all relevant parties are notified of the outcome / decision.

7. To act as the first point of contact for Members, Council officers, partners, stakeholders and the public on matters associated with the Committees and other bodies for which the Committee Officer is responsible;

8. Work with colleagues in Committee and Member Services to: -
- Meet corporate and departmental objectives,
 - Implement e-government initiatives where relevant to the services provided by Committee and Member Services, including the support and development of the Committee Management IT System;
 - Participate in specific projects to enhance the efficiency of Committee and Member Services;
 - Deliver innovation and new ways of working in respect of Committee Management processes and to evaluate the effectiveness of such approaches.
 - Identify training requirements for Members, officers and others associated with the Committees and other bodies for which the Committee Officer is responsible.
9. Use the Council's Agenda Management System (Currently Modern.Gov) to produce agenda and minutes, and to maintain records of Councilors, including attendances, declarations of interest and contact details.

Supplementary Accountabilities

- [member interest updates etc.]

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Managing Council decision-making committees or an equivalent process
- Managing education appeals (admissions, exclusions and transport) or an equivalent process
- Microsoft Office – especially Outlook, Word and Excel.

Qualifications

- Bachelor's Degree or equivalent relevant experience.

Decision Making

- Ability to advise Members and meetings on relevant legal, procedural and constitutional matters.

Creativity and Innovation

- Ability to support the broadcast of Council meetings and forms of social media.
- Ability to work with the team to ensure that Modern.Gov is being used fully (for example, developing workflows).

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • N/A <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • N/A 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>N/A.</p> <p>Laptop, mobile phone and other equipment as may be issued by SBC</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Senior Committee Clerk – line manager
- Statutory Scrutiny Officer and Monitoring Officer – for the correct discharge of relevant functions.
- Committee Officers, Schools Admission Team, other SBC directors, managers, officers – for the preparation of reports and administering appeals.
- Councillors, including parish councillors, and independent panel members – to manage committees, education appeals, the Standards complaints process and the Members’ remuneration
- The public – public question time, participation in meetings (witnesses).

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

There will be regular evening meetings (most Council committees start at 18.00, Full Council at 19.00). However, attendance at these can be balanced within the Council’s flexi-leave policy.

The post requires some physical activities such as setting up and restoring meeting rooms, moving agenda packs to the post room etc.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	

Appendix One: Structure Chart

