



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Committee Officer	<b>Grade/ Level:</b> 8	<b>Post Number:</b> SBC_19955
<b>Directorate:</b> Resources and Growth	<b>Job Family:</b> Government Operations	<b>Date Prepared:</b> Revised September 2020
<b>Role reports to (Job Title):</b> Senior Committee Clerk *Please <u>attach</u> an organisation chart showing where this job reports within the structure.		
<b>Job Purpose:</b> To provide high quality administrative support to Swindon Borough Council's political management 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.		
<b>Key Accountabilities:</b> 1. Service and provide administrative management for particular Council bodies (e.g. Council, Cabinet, Overview and Scrutiny Committees). To undertake this role by way of – <ul style="list-style-type: none"><li>• Organising and attending meetings;</li><li>• Preparing agenda, minutes, action sheets and decision notifications;</li><li>• Researching and preparing reports as required to support the work of the Committees and other bodies for which the Committee Officer is responsible;</li><li>• Preparing 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;</li><li>• Project managing the agenda management process for the Committees and other bodies for which the Committee Officer is responsible;</li><li>• Undertaking administrative and quasi-legal procedures (e.g. Appeals administration, preparing public notices, legal orders etc.);</li><li>• Providing procedural advice as required to the Committees and other bodies for which the Committee Officer is responsible;</li><li>• 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;</li><li>• 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.</li></ul>		

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.
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 Mod.Gov) to produce agenda and minutes, and to maintain records of Councilors, including attendances, declarations of interest and contact details.

**Supplementary Accountabilities:**

**Job Scope:** Number and type of jobs managed:

Typical tasks supervised/allocated to others:

**Job Scope:** None directly.

(To oversee the development of more "junior Committee Officers" by way of them assisting the post holder with their work.)

**Budget:** None Directly -  
Responsible for working within the Division's approved budget.

**Assets:** None Directly -  
Responsible for IT, Office and dictation equipment issued to post holder.