



ROLES OF COMMITTEE MEMBER AND OR WORKING GROUP.

Being a committee member is not only about attending meetings but about working with the other members of the committee to reach a consensus about the business before it. Committee members should make decisions as a collective group. Collective responsibility entails members supporting a decision a committee has made even though the member may not have voted in favour of it or may have been absent from the meeting. Members are responsible for ensuring that all decisions are taken in the best interests of the council and in accordance with the council's mission aims and objectives. The whole council are expected to act in accordance with the principles which are set out in the code of conduct for councillors and Standing orders, which incorporate the 'Nolan Principles' of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. Unless explicitly stated in the terms of reference, members of committees are not at meetings as representatives of a particular group. Members are on committees as individuals, and are chosen because they have skills, knowledge or interests relating to the areas dealt with by the committee. While members may be nominated or elected from a particular group and can bring the views of that group to the meeting, the interests of the council must always be the overriding consideration. It is important to remember that whatever the item under discussion, a committee is not empowered to discuss individuals, or individual cases, unless this is explicitly set out in the committee's terms of reference.

Specifically, committee members should

- Endeavour to attend all meetings or send apologies to the chair for absences.
- Provide comments on papers where you are unable to attend.
- Prepare for the meeting by reading the agenda, papers, and any emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting, listening to what others have to say, contributing positively to the discussion, and providing concise comments.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
- Maintain confidentiality where required.