

VICE-CHAIRMAN OF THE COUNTY COUNCIL

Purpose

- To support the Chairman of the Council in providing effective civic, ceremonial and community leadership to the Council.
- To chair County Council meetings in the Chairman's absence and ensure its business is carried out efficiently and in line with the Constitution.

Specific Tasks

- At the Chairman's request, to preside at meetings in connection with the activities of the County Council
- To assist the Chairman in the management of Council meetings, as appropriate
- At the Chairman's request, to represent the County Council and, when appropriate, the county of Surrey, at civic and ceremonial functions, and to host such functions on behalf of the County Council
- At the Chairman's request, to act as host to royalty, civic dignitaries and similar visitors to the County Council
- In the Chairman's absence, to perform the specific tasks set out in the role profile for the Chairman of the Council

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Forward-Thinking
 - Responsive and Reliable
 - Working with Others
 - Value for Money
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding

Skills/Knowledge

- Good communication and interpersonal skills
- A good understanding of how local, national and European government operates, including the statutory and financial frameworks
- A clear understanding of the operation of the Council, including an understanding of the Constitution, in particular Standing Orders
- The ability to chair meetings and facilitate open discussion
- The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor (see separate job profile)

VICE-CHAIRMAN OF A SELECT COMMITTEE

Purpose

- To work with the Chairman to provide leadership and direction to the work of the Select Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
- To support the Select Committee Chairman in chairing committee meetings and ensure the committee achieves its terms of reference.
- To support the Chairman in achieving the specific tasks as set out in the Select Committee Chairman's role profile.
- To fulfil the duties of the Chairman in his or her absence.
- To chair task groups as appropriate, with the agreement of the Select Committee.
- To be aware of Member's views on issues being brought to the Select Committee and to alert the Chairman and Committee Members to any concerns.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Forward-Thinking
 - Responsive and Reliable
 - Working with Others
 - Value for Money
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership, particularly with local bodies
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues

- Leadership and chairing skills
- Project and time management skills
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

VICE-CHAIRMAN OF A LOCAL COMMITTEE

Purpose

- To work with the Local Committee Chairman to provide leadership and direction to the work of the Local Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
- To support the Local Committee Chairman in chairing committee meetings and ensure the committee achieves its terms of reference.
- To support the Local Committee Chairman and supporting Partnership Officers in promoting effective engagement with the public and improved working with local councils
- To support the Local Committee Chairman in encouraging Local Committee members in their community leadership roles
- To support the Local Committee Chairman in achieving the specific tasks as set out in the Local Committee Chairman's role profile.
- To fulfil the duties of the Local Committee Chairman in his or her absence.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Forward-Thinking
 - Responsive and Reliable
 - Working with Others
 - Value for Money
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues

- Leadership and chairing skills
- Project and time management skills
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team
- Good working knowledge of the communities within the Local Committee area

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

GROUP SPOKESPERSON OF OPPOSITION GROUP

Purpose

- To be the principal spokesperson for members of their own political group. (Precise remit to be defined by the group).
- To ensure efficient sharing of information within the group
- To act as the main conduit for offering appropriate constructive challenge/feedback, proposing alternatives and suggesting amendments on behalf of their group
- To take the lead on particular items on behalf of the group, for example, on call-in and on specific media issues.
- To chair task group(s) as appropriate, with the agreement of the committee chairman.

Personal Attributes

- Committed to the role and public service
 - Acts professionally, in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
 - Committed to and demonstrates the County Council's Values:
 - Forward-Thinking
 - Responsive and Reliable
 - Working with Others
 - Value for Money
 - Committed to equal opportunities and values diversity
 - Seeks continuous personal development to ensure the effectiveness of the role
 - Supports transparency in decision-making processes

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues, including interpreting performance information
- An understanding of national and local government statutory and financial frameworks
- A clear understanding of how the County Council operates and an understanding of the Council's budget
- Political knowledge and awareness
- Ability to facilitate open discussion

- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

The Leaders of opposition groups are required to inform the majority group of the identity of the group spokespersons.