

# ROLE PROFILE

## Regulatory Committee Member

*This is a Special Responsibility role profile.*

### 1. Who is a Regulatory Committee Member accountable to?

- South Holland District Council;
- To the Chairman of the specific Regulatory Committee; and
- The specific Regulatory Committee (collectively).

### 2. Role, Purpose and Activity

- **Regulatory Committees**
    - Committee of the Licensing Authority;
    - Full Council;
    - Planning Committee;
    - Standards Panel; and
    - Licensing Committee.
  - **Understanding the nature of the regulatory committee and quasi-judicial decision making**
    - To act as a representatives for the regulatory committee and provide an understanding of the role;
    - To be aware of the quasi-judicial nature of a regulatory committee's decision-making;
    - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee; and
    - To be thorough and objective in receiving and responding to professional advice during meetings in relation to individual cases/applications beforehand.
  - **Participating in meetings and making decisions**
    - To take part in meetings of the regulatory committee and ensure that the decisions made take into account local considerations and policy recommendations; and
    - To make informed and balanced decisions, within the terms of reference of the regulatory committee, in line with the Council's meeting procedures.
  - **Internal governance, ethical standards and relationships**
    - To develop the reputation and reliability of the committee and its decision-making;
    - To understand the roles of councillors, officers and external parties operating on behalf of the regulatory committee; and
    - To promote and support good governance of the Council.
- ### 3. Values
- To be committed to the Councils values and corporate priorities.

# PERSON SPECIFICATION

## Regulatory Committee Member

To fulfil the role as laid out in the role profile, an effective Member of a Regulatory Committee requires the following:

### **Understanding the nature of the Regulatory Committee and quasi-judicial decision making**

- Knowledge of the regulatory committee structure;
- The ability to convince others and act with integrity; and
- A knowledge of the relevant meeting procedures

### **Participating in meetings and making-decisions**

- A knowledge of local issues; and
- The ability to work as part of a team.

### **Internal governance, ethical standards and relationships**

- A knowledge of the relevant regulatory meeting procedures; and
- An understanding of the Code of Conduct, the Member/Officer Protocol.