

## **Chairman of the Policy & Resources Committee – Job Description**

### **Appointment:**

- Annually elected by the Members of the Policy & Resources Committee.

### **Overall Responsibilities:**

- To provide political leadership for the City of London Corporation in the development of policy and the drive to meet the organisation's aims and objectives.

### **Main Tasks and Responsibilities:**

(In addition to those set out in the Job Description for the Chairmen of Committees).

- The Chairman heads the Policy & Resources Committee which is responsible for formulating the strategic priorities of the City of London Corporation, approving resources and deciding matters of policy.
- The Chairman and the Committee also lead the City of London Corporation's external relations with both Westminster, Brussels and London local government.
- To act as a key spokesman on behalf of the City of London Corporation and Business City.
- To work with the Lord Mayor in supporting and promoting the City generally and particularly as the world's leading international financial and business centres both at home and abroad.
- To liaise with the Chairmen of other City of London Corporation committees to ensure that a corporate approach is followed that accords with the overall policy of the City of London Corporation and is consistent with the achievement of the organisation's aims and objectives.
- To chair the Resource Allocation Sub Policy & Resources Committee.

## Chairman of the Policy & Resources Committee – Person Specification

Essential	Expected
<p><b>Candidates must meet the following criteria:</b></p> <ul style="list-style-type: none"> <li>• an elected Member of the Court of Common Council</li> <li>• a full (i.e. not ex officio or added) Member of the Policy &amp; Resources Committee</li> <li>• a minimum term of service on the Committee amounting to the year preceding election to the Chair</li> <li>• cannot at the same time sit as Chairman of any other Corporation committee (other than Gresham, Guildhall Complex Strategy, Guildhall Yard East or Open Spaces)</li> <li>• The Chairman's term of service is limited to 5 years.</li> </ul> <p><b>Personal requirements:</b></p> <ul style="list-style-type: none"> <li>• a Member who possesses a breadth of knowledge of the Corporation coupled with experience and understanding of the Corporation's aims and objectives, and who enjoys the confidence and respect of fellow Members</li> <li>• a thorough knowledge of the Corporation and its procedures</li> <li>• a thorough understanding of the Business City, preferably working in the City or related business services sector</li> <li>• a close knowledge/understanding of the policy issues facing the Corporation and London government generally</li> <li>• a respected reputation within London government circles</li> <li>• politically adept when handling/managing political issues affecting the Corporation and the</li> </ul>	<p>A thorough knowledge and understanding of the role and responsibilities of the Committee and how it contributes to the attainment of the Corporation's aims and objectives. This is facilitated by the development of positive working relationships, and lines of communication, with the Town Clerk and Senior Chief Officer(s).</p> <p>The inter-personal and diplomatic skills required to represent positively the aims, values and responsibilities of the Corporation and the Business City both internally and externally.</p> <p>Well-informed, possessing and able to develop good contacts within the Business City and London Government.</p> <p>A familiarity with the Standing Orders that affect Committees.</p> <p>There is a significant time commitment to undertaking the Office of Chairman of the Policy &amp; Resources Committee which is likely to equate to not less than 3 days per working week together with a number of evening functions which average 3 to 4 per week.</p>

<b>Essential</b>	<b>Expected</b>
<p>Business City</p> <ul style="list-style-type: none"><li>• personal and professional integrity</li><li>• demonstrable qualities of leadership</li><li>• good public speaking ability</li><li>• adept and confident in handling the media</li><li>• the ability to master complex briefs and to argue a case coherently</li><li>• the ability to act as a key spokesman at home and abroad for the City of London Corporation and the Business City</li></ul>	