



Working with the Chair





The role of the Chair

- ❖ Chair's powers defined over many years by common law
- ❖ In essence to control the conduct of the meeting in a proper manner
- ❖ In part, this means ensuring that all relevant statutory provisions and procedure rules are fully complied with
- ❖ To ensure the business is transacted and decisions are taken
- ❖ Partnership between Chair and DSO





The role of the Chair

Discussion

What is the role of your chair in relation to agendas and minutes?





The role of the DSO

- ❖ Organising the meeting
- ❖ Preparing the agenda etc
- ❖ Ensuring that the meeting is properly constituted and convened
- ❖ Applying the procedure rules
- ❖ Advising the Chair and the meeting
- ❖ Taking a record of the meeting
- ❖ Follow up action





The role of the DSO

- ❖ Building good working relationships
- ❖ Understanding complex information
- ❖ Giving sound advice
- ❖ Expressing clear views
- ❖ Writing clear and concise reports and minutes
- ❖ Responding flexibly to pressures and problems
- ❖ Demonstrating a creative approach to work





The role of the DSO

Discussion

What is the role of the DSO in your authority?

