

## MEMBERS' ROLES

### Overview and Scrutiny Chair Role Description

#### 1. ACCOUNTABILITIES

- Full Council
- The Public
- The Committee

#### 2. ROLE PURPOSE AND ACTIVITY

##### Providing leadership and direction

- To provide confident and effective management of the committee.
- To promote the role of overview and scrutiny within the council, liaising effectively with officers, executive members and colleague chairs.
- To promote the integral role and contribution of scrutiny within the authority's wider improvement planning and reporting arrangements.
- To lead joint scrutiny activities with other authorities or organisations when required.
- To champion and promote the role of Overview and Scrutiny to the public, helping the public better understand and, crucially, contribute to and engage with the scrutiny process.
- To promote the role of Overview and Scrutiny to partner bodies, helping them to understand and engage with the Scrutiny function.
- To demonstrate an objective and evidence based approach to overview and scrutiny ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives.
- To establish and lead in-depth themed reviews in pursuit of the purposes of the Committee as appropriate.
- To make recommendations to the Council Meeting and/or Cabinet arising from work undertaken by a Scrutiny Committee.
- To follow-up scrutiny recommendations, evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement.

- Work closely with scrutiny support staff to drive continual improvements in scrutiny.
- Assist in publicising the work of the scrutiny committee.
- Actively seek opportunities to develop own knowledge and skills as well as those of committee members.

## Managing the work programme

- To develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the executive to account, and performance monitoring.
- To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, audit and regulatory reports and recommendations, partners' strategic priorities and relevant community issues.
- To ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation.
- To ensure that the work programme is delivered.
- To report on progress against the work programme to Council, and others as appropriate.
- To ensure that the work programme is manageable and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation.

## Effective meeting management

- To plan and set agendas containing clear objectives and outcomes for the meeting.
- To work with officers to make all necessary preparation for meetings through research and briefings and holding pre-meetings with officers and members to discuss matters relating to an agenda and agreeing appropriate lines of questioning as necessary.
- To work with officers to involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.

- To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping.
- To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to.
- To ensure that all participants have an opportunity to make an appropriate contribution.
- To ensure that members of the public are able to contribute to meetings and understand the protocols for public speaking.

### **Involvement and development of committee members**

- To encourage effective contributions from all committee members.
- To assess individual and collective performance within the committee and work to improve scrutiny outcomes.
- To ensure that committee members have the appropriate knowledge and skills to undertake their roles and work with lead members and officers to secure appropriate development.

### **3. VALUES**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability