



Overview and Scrutiny Chair Role Description

1. Accountabilities

- Full Council
- The Public
- External Regulatory Bodies

2. Role purpose & activity

- **Provide leadership and direction**
 - Provide confident and effective management of the member team
 - Promote the role of Overview and Scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
 - Develop a balanced work programme of the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
 - Ensure the programme takes account of relevant factors such as: the work programmes of the cabinet and other committees, strategic priorities and risks, and relevant community issues
 - Demonstrate an objective and evidence based approach to scrutiny
 - Evaluate the impact and added value of scrutiny activity and identify areas for improvement
 - contribute to the deliberations at the Overview and Scrutiny Management Board
- **Manage the work programme**
 - Ensure that the work programme is delivered
 - Report on progress against the work programme to Council, and others as appropriate
 - Liaise with officers, other members and community representatives to resource and deliver the work programme
- **Hold the Cabinet to account**
 - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in
- **Effective meeting management**

- Set agendas containing clear objectives and outcomes for the meeting
 - 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
 - Ensure that the necessary preparation is done beforehand
 - Ensure that all participants have an opportunity to make an appropriate contribution
- **Community leadership**
 - Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
 - Build understanding and ownership of the scrutiny function within the community
 - Identify relevant community based issues for scrutiny
 - Involve fully external stakeholders for example, service users expert witnesses and partners in scrutiny activity
- **Involvement and development of committee members**
 - Encourage high performance from all committee members in both committee and task and finish groups
 - Assess individual and collective performance within the committee and facilitate appropriate development
 - Ensure members adhere to and promote the Overview and Scrutiny Committees agreed values
- **Overview & Scrutiny Values**
 - Adopt an informal, friendly and non-confrontational approach
 - Be open, transparent and fair to all involved in the Scrutiny process
 - Share information and seek consensus
 - Allow preparation and thinking time to all witnesses
 - Allow witnesses to submit their evidence in a form they feel comfortable with (Oral/Written)
 - Make any necessary arrangements to facilitate or assist witness attendance in line with the Council's Equality Policy.
 - Provide feedback, written or verbal, to all witnesses involved in the process.
 - Look for continuous improvement through a positive process
 - Value diversity and ensure equality is built into all our processes