



## Overview and Scrutiny Member Role Description

### 1 Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public
- External Regulatory Bodies

### 2 Role purpose & activity

- To participate fully in the activities of the Overview and Scrutiny Committee, delivery of its work programme and any associated task and finish groups
- **Reviewing and developing policy**
  - Assist in the creation, development, improvement and refinement of council policy
  - Challenge policies on a sound basis of evidence for example against legislation or local political priority
  - Assess impact of existing policy
- **Monitoring performance and service delivery**
  - Monitor the performance of internal and external providers against standards and targets
  - Contribute to the identification and mitigation of risk
  - Investigate and address the causes of poor performance
- **Promoting the work of scrutiny**
  - Promote the role of scrutiny within and outside the council, developing effective internal and external relationships
  - Demonstrate an objective and evidence based approach to scrutiny
  - Add value to the decision making and service provision of the authority through effective scrutiny
- **Community leadership**
  - Use scrutiny as a means to address community issues and engage the public
  - Encourage stakeholders to participate in the work of the authority

- Develop locally viable and acceptable policy solutions
- Build a dialogue around priorities, objectives and performance, among communities and stakeholders
  
- **Meeting participation**
  - Make adequate and appropriate preparation for meetings through research and briefings
  - Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
  
- **Hold the Cabinet to account**
  - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in
  
- **Overview and 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