

## **Overview and Scrutiny Chairperson**

### **Role Description**

#### **1. Accountabilities**

- Full Council
- The Public
- The Committee

#### **2. Role purpose & 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 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
- **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, single-integrated plan and 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.
  - To ensure that task and finish/working/sub groups have clear terms of reference and deliver the required outcomes.
- **Leading Joint Scrutiny**
    - To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
    - To ensure that regional bodies and partnerships are held to account and that their plans are subject to scrutiny
    - To develop protocols and terms of reference for joint working
    - To ensure public engagement in joint scrutiny activities
    - To enable the pooling of scrutiny resources for effective working and outcomes
    - To ensure the equal participation and contribution from all partners as appropriate
- **Effective meeting management**
    - To plan and set agendas containing clear objectives and outcomes for the meeting
    - To ensure that necessary preparation is done beforehand, if necessary, through pre-meetings, including agreeing appropriate lines of questioning
    - To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping (as per the Local Government (Wales) Measure 2011)
    - 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 in both committee and Research & Evaluation Panels (REPs)
    - To assess individual and collective performance within the committee and facilitate appropriate development
    - To champion the importance of learning and development

□ **Involvement and development of committee members**

- To encourage effective contributions from all committee members in both committee and Research & Evaluation Panels (REPs)
- 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 and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building