

**Overview and Scrutiny Member**  
**(Including Co-optees and Registered Representatives)**

**Role Description**

**1. Accountabilities**

- Chair of the appropriate scrutiny committee
- Full Council
- The public

**2. Role purpose & activity**

- To participate fully in the activities of the Overview and Scrutiny Committee, the development and delivery of its work programme and any associated Research and Evaluation Panels (REPs)
- **Reviewing and developing policy**
  - To assist in the creation, development, improvement and refinement of council policy
  - To challenge policies on a sound basis of evidence for example against legislation or local political priority
  - To assess impact of existing policy
- **Holding the Executive to Account, Monitoring performance and service delivery**
  - To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers over time
  - To contribute to the identification and mitigation of risk
  - To investigate and address the causes of poor performance
  - To evaluate the validity of executive decisions and challenging decisions through call in where appropriate
  - To act within the budgetary constraints of the Authority
- **Promoting the work of Overview and Scrutiny**
  - To promote the role of overview and scrutiny within and outside the council, developing effective internal and external relationships
  - To demonstrate an objective and evidence based approach to overview and scrutiny
  - To add value to the decision making and service provision of the authority through effective scrutiny

- **Community leadership**

- To use scrutiny as a means to address community issues and engage the public
- To encourage stakeholders to participate in the work of the authority
- To develop locally viable and acceptable policy solutions
- To build a dialogue around priorities, objectives and performance, among communities and stakeholders

- **Meeting participation**

- To make adequate and appropriate preparation for meetings through research and briefings
- To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements

### 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