

## Overview and Scrutiny Chairperson

### Role Description

#### 1. Accountabilities

- Full Council
- The Public

#### 2. Role purpose & activity

- **Providing leadership and direction**
  - To provide confident and effective management of the member team
  - To 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
  - To demonstrate an objective and evidence based approach to overview and scrutiny
  - To evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
- **Managing the work programme**
  - To guide the development of a balanced work programme of the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and holding the executive to account including 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, and relevant community issues
  - To ensure that the work programme is delivered
  - To report on progress against the work programme to Council, and others as appropriate
  - To liaise with officers, other members and community representatives to resource and deliver the work programme
  - Have regard to the budgetary constraints of the Authority
- **Effective meeting management**
  - To manage the meeting ensuring clear objectives and outcomes.
  - 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 the necessary preparation is done beforehand
  - To ensure that all participants have an opportunity to make an appropriate contribution

- **Community leadership**

- To act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
- To build understanding and ownership of the overview and scrutiny function within the community
- To identify relevant community based issues for scrutiny
- To promote the full involvement of external stakeholders for example, service users expert witnesses and partners in scrutiny activity

- **Involvement and development of committee members**

- To encourage effective contributions from all committee members in both committee and task and finish groups
- To assess individual and collective performance within the committee and facilitate appropriate development
- To champion the importance of learning and 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