

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of Overview and Scrutiny Committee

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Principal Accountabilities:

- (a) To be responsible for supporting the Chairman of the Overview and Scrutiny Committee to ensure effective scrutiny in the Council.
- (b) To lead, with the Chairman of Overview and Scrutiny, the overview and scrutiny function in the Council.
- (c) To ensure that Overview and Scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- (d) To manage and co-ordinate the Overview and Scrutiny work programme and forward plan.
- (e) To maintain an overview of the work of all the panels, in order to ensure effective co-ordination and progress of all work.
- (f) To monitor progress of all scrutiny reviews and ensure completion in reasonable time.
- (g) To support and advise the Chairmen of Scrutiny Panels.
- (h) To be responsible for the continuing development of both the organisation and practice of overview and scrutiny learning from the experience both in the District and elsewhere.
- (i) To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters.
- (j) To provide a quality check on the outcome of reviews.
- (k) To develop and maintain constructive relationships with Cabinet.
- (l) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Leadership of the scrutiny function within and outside the Council including sharing and learning from best practice.
- Objective setting and progressing those objectives on behalf of the scrutiny function.

Team Working & Relationship Building

- Relationship building within the Committee context - with senior officers, Panel Chairmen, the Executive etc.
- Effective relationship building with other parts of the political management structure e.g. Cabinet, Full Council etc.
- Ensuring an effective contribution from each Panel Chairman.

Knowledge

- An awareness of the strategic importance of the scrutiny function within the Council.
- A detailed awareness of the Epping Forest approach to Overview and Scrutiny and its relationship with the other parts of the Council's decision-making structures.
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function.
- An awareness of the changes facing the Council and an understanding of how these might impact on the scrutiny function.
- Detailed knowledge of the challenges facing the scrutiny function and the role of Committee in addressing them.
- An awareness of project management principles as relevant to the Panel.

Communication Skills

- Advanced listening and questioning skills.
- High standard of communication with officers, councillors, partners and co-optees.
- Intermediate presentations skills.
- Intermediate public speaking.

Organisational Skills and Personal Effectiveness

- Overseeing and prioritising scrutiny work taking account of available resources.

Other Skills and Abilities

- Ability to assimilate and analyse complex information.
- Ability to deal with complex strategic issues and problems.
- Ability to obtain and weigh up evidence and make decisions and recommendations based on that evidence.

Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.