

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman 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:

Leading and Promoting the Overview and Scrutiny Function

- (a) To maintain effective liaison with the Leader of the Council, the Chief Executive and the Deputy Chief Executive to ensure that overview and scrutiny contributes to effective decision-making.
- (b) To represent overview and scrutiny in Council and be accountable to Council for the actions of overview and scrutiny.
- (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 represent the Council at regional and national forums concerned with overview and scrutiny.
- (e) To be responsible for the constitutional arrangements relating to the waiving of call-in where decisions are 'urgent' and/or not on the forward plan.

Managing and Co-ordinating the Overview and Scrutiny Function

- (f) To Chair the meetings of the Overview and Scrutiny Committee.
- (g) To ensure that scrutiny work is properly co-ordinated.
- (h) To maintain an overview of the work of all the panels in order to ensure effective co-ordination and progress of all work.
- (i) To monitor progress of all scrutiny reviews and ensure that they are completed in reasonable time.
- (j) To support and advise the Chairmen of the Overview and Scrutiny Panels.
- (k) To receive all requests for scrutiny and ensure initial investigation to inform consideration at the Committee.
- (l) To monitor the use of 'call-in' procedures to advise on whether the procedure is being used appropriately.

Development of Overview and Scrutiny

- (m) To maintain an overview of scrutiny and to learn from practice elsewhere.
- (n) To ensure the continuing development of overview and scrutiny through improving both practice and how it is organised.
- (o) To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters.
- (p) 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.
- Ambassadorial skills through the representation and championing of the scrutiny function inside and outside the authority.
- Objective setting and progressing those objectives on behalf of the scrutiny function.

Chairing Skills

- Advanced chairing skills.

Team Working & Relationship Building

- Relationship building with senior officers, Panel Lead Members, Cabinet, partners etc.
- Building effective relationships with other parts of the political management structure e.g. Cabinet, Full Council, etc.
- Ensuring effective contributions from each member of the Committee.

Knowledge

- A detailed awareness of the strategic importance of the scrutiny function within the Council.
- A detailed awareness of the constitutional arrangements relating to the scrutiny function and particularly those of the Chairman of the Committee.
- A detailed awareness of the Council's approach to overview and scrutiny and its relationship with the other parts of the Council's decision-making structures.
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Chairman in addressing them.
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function.
- An understanding of project management principles.

Communication Skills

- Advanced listening skills and questioning skills.
- High standard of communication skills with officers, councillors, co-optees, partners, external bodies and members of the public.
- Advanced presentation skills.
- Advanced public speaking skills.

Organisational Skills and Personal Effectiveness

- Assimilating and analysing complex information.
- Overseeing and prioritising scrutiny work, taking account of available resources.
- Planning and co-ordinating the work of the Overview and Scrutiny Committee and its agenda.
- Co-ordinating the work of Standing and Task and Finish Scrutiny Panels.

Other Skills and Abilities

- Ability to deal with complex strategic issues and problems on behalf of the Committee and the scrutiny function as a whole.
- 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.