

## 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 support the Chairman of the Overview and Scrutiny Committee to ensure effective Overview and Scrutiny within the Council.
- (b) To assist in publicising and communicating the role of Overview and Scrutiny both within and outside the Council.
- (c) To help manage and co-ordinate the Overview and Scrutiny work programme and forward plan including the work of Scrutiny Panels
- (d) To contribute to the continuing development of both the organisation and the enhancement of overview and scrutiny from the experience both in this District and elsewhere.
- (e) To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in Overview and Scrutiny matters.
- (f) To review the quality of the outcomes from reviews by the Overview & Scrutiny Committee or its Panels in considering proposals to be recommended to the Council or the Cabinet.
- (g) To participate in the call in the call in of Cabinet and Portfolio Holder on a non party political basis.

<p><b>Leadership Skills</b></p> <p><b>Team Working &amp; Relationship Building</b></p> <p>Ability to contribute to building effective working relationships within the Committee - with senior officers, Panel Chairmen, the Cabinet and partner agencies and public bodies.</p> <p>Ability to call those individuals and bodies to account through the Overview &amp; Scrutiny process.</p>	<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Development of listening and questioning skills, in an Overview and Scrutiny context.</li> <li>• Effective public speaking, in a Committee context.</li> </ul> <p><b>Organisational Skills and Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Ability to monitor and prioritise scrutiny work taking account of available resources.</li> </ul> <p><b>Other Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to assimilate and analyse complex information weighing up evidence and making decisions and recommendations based on that evidence.</li> <li>• Ability to deal with strategic issues, needs and problems within the Council through the Overview &amp; Scrutiny activity.</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An awareness of the strategic importance of the Overview and Scrutiny function within the Council.</li> <li>• Awareness of the Epping Forest DC approach to Overview and Scrutiny and its relationship with the the Council's decision-making structures, including the Cabinet.</li> <li>• An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function.</li> <li>• An awareness of project management principles applicable to the work of Overview and Scrutiny.</li> <li>• Understanding of the legal status and operational arrangements for the “call in” process in respect of Cabinet and Portfolio holder decisions.</li> </ul>	
<p style="text-align: center;"><b>Date:</b></p>	

**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.**