

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of Overview and Scrutiny Committee

Responsible to: The Council

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