

# MEMBER ROLE ACCOUNTABILITY STATEMENT

**Role Title: Chairman of Overview and Scrutiny Committee**

**Responsible to: The Council**

**Contact with: Residents, Members, the Cabinet, Officers, media, external organisations and representatives, Members of Parliament and community.**

## **Principal Accountabilities:**

### **Leading and Promoting the Overview and Scrutiny Function**

- (a) To be responsible for maintaining effective liaison with the Leader of the Council, Portfolio Holders, the Chief Executive and Directors to ensure that overview and scrutiny contributes to effective decision-making.
- (b) To represent Overview & Scrutiny at Council meetings and be accountable to Council for its activities.
- (c) To represent the Council at regional and national forums concerned with Overview and Scrutiny.
- (d) 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**

- (e) To Chair the meetings of the Overview and Scrutiny Committee.
- (f) To be responsible for the proper co-ordination of scrutiny work including an overview of the work of all the panels in order to ensure progress of all work.
- (g) To monitor progress of all scrutiny reviews and ensure that they are completed in reasonable time.
- (h) To support and advise the Chairmen of the Overview and Scrutiny Panels.
- (i) To ensure that the Overview and Scrutiny Committee reviews all requests for scrutiny and ensure initial scoping so as to assess proposals.
- (j) To make arrangements for the use of 'call-in' procedures to advise on whether the procedure is being used appropriately.

### **Development of Overview and Scrutiny**

- (k) To maintain an overview of scrutiny and to learn from practice elsewhere.
- (l) To ensure the continuing development of overview and scrutiny through improving both practice and how it is organised.
- (m) To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters.

### **Leadership Skills**

- Ability to lead 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**

- Developed chairing skills which can deliver clear Overview and Scrutiny decisions.
- Developed understanding of the principles of effective scrutiny.

### **Team Working & Relationship Building**

Skills in developing productive working relationships with the Cabinet, the Leader and Portfolio holders, recognising their statutory role within the Council.

### **Knowledge**

- The statutory role and strategic importance of the Overview & Scrutiny function within the Council.
- Detailed awareness of the constitutional arrangements relating to the scrutiny function and those of the Chairman of the Committee.
- Detailed knowledge of the statutory relationship between the Cabinet and executive functions and the Overview & Scrutiny role.
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function.

### **Communication Skills**

- Developed listening skills and questioning skills.
- Developed communication skills with officers, councillors, co-optees, partners, external bodies and members of the public.
- Developed Presentation Public speaking skills.

### **Organisational Skills and Personal Effectiveness**

- Ability to lead in planning and co-ordinating the work of the Overview and Scrutiny Committee and its agenda, including its 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 seek a consensus from situations where there are conflicting opinions.

**Date:**

**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.**