

## **APPENDIX C**

### **JOB DESCRIPTION FOR OVERVIEW AND SCRUTINY COMMITTEE CHAIRMEN AND DEPUTY CHAIRMEN**

The Chairmen and Deputy Chairmen of Overview and Scrutiny Committees have a particular responsibility to ensure that their respective Committees discharge their general role and specific functions which are set out in Articles of the Constitution.

In order to achieve this, the **Chairmen and Deputy Chairmen should:-**

- a) be responsible for ensuring the efficient management of the Committee's business by way of regular agenda planning meetings;
- a) consider whether it will be appropriate to invite Cabinet members, other members, Officers, or representatives of external bodies to attend to assist overview and scrutiny committees in their deliberations;
- c) be proactive about keeping in touch with service and corporate developments by maintaining contact with relevant departments, for example by holding regular meetings with the Chief Officer and others;
- d) ensure that they are familiar with the general nature and content of plans and strategies within the Policy Framework as set out in Schedule 2 of the Articles to the Constitution which are of particular relevance to the work of the Committee and consider how scrutiny of these plans can most effectively be undertaken through adopting a selective approach;
- e) be proactive in identifying potential sources of relevant information which may be used in judging the performance of the Authority for example by looking at views expressed by users and the public and information arising from any external examination of the Authority;
- f) take the lead in identifying appropriate ways of reporting issues to overview and scrutiny committees with a view to stimulating debate;
- g) take the lead in identifying issues which may merit detailed examination and refer such matters to the Scrutiny Commission;
- h) take action on behalf of the Committee in commenting on matters referred from the Cabinet which are of an urgent nature;
- i) take the lead in preparing the annual report on the work undertaken by them and the Committee for submission to the Scrutiny Commissioners who have the responsibility for producing a single annual report on behalf of all Overview and Scrutiny Committees;

- j) promote and encourage the use of the Guidance Notes produced to assist Scrutiny members;
- k) monitor and review methods of working and make recommendations on possible changes;
- l) follow the various codes of practice and standards of behaviour laid down by the Council, including the Code of Corporate Governance.

In addition to the above, the Chairmen will also have a specific role to:-

- m) ensure the effective discharge of the overview and scrutiny function by means of encouraging rigorous debate at Committees which is analytical, challenging and constructive leading to conclusions which are clear, understandable and supported by well argued reasons.