

## **Role Description: Chair of Scrutiny Leadership Board**

### **Your roles and responsibilities as the Scrutiny Lead Member**

- To be the visible lead of the scrutiny function at the Council, driving forward improvement and raising the profile of the function both internally and externally.
- To Chair the Scrutiny Leadership Board and ensure all scrutiny committees are working together to achieve value added and can demonstrate their impact.
- To be the key point of liaison between the Executive, Corporate Leadership Team and Scrutiny and lead in developing and improving those relationships.
- To support the Chairs and Vice Chairs of the Scrutiny Committees in carrying out their duties.
- To be active in undertaking research and improving your knowledge of Council and other relevant services; and in seeking out and identifying areas that scrutiny can have an impact on or can help improve.
- To work with the Scrutiny Manager (Statutory Scrutiny Officer) and Scrutiny Officers to achieve a positive, proactive and reactive scrutiny workplan.
- To prepare and present a report on the work of scrutiny to the full Council meeting periodically and answers questions from other councillors

### **Values, Skills and Attributes**

A full person specification can be found on the following page.

### **Time Commitment**

The position of Scrutiny Lead Member is a prominent role. You will be required to prepare for and attend meetings of the Scrutiny Leadership Board, attend and observe Scrutiny Committee meetings and the Audit Committee where necessary, meet regularly with key stakeholders including the Leader of the Council, Executive Members, Directors and the Scrutiny Manager.

You will also need to continually develop and increase your knowledge of the Council and the role of scrutiny through reading, research and by attending training and development events.

The time commitment is estimated to be four days per month.

# Person Specification for Scrutiny Lead Member

|   | Essential/<br>desirable |
|---|-------------------------|
| <b>Background and experience</b>  |                         |
| <ul style="list-style-type: none"> <li>A record of achievement at senior leadership level</li> </ul>  | E                       |
| <ul style="list-style-type: none"> <li>Experience of holding senior leaders to account and, in turn, accustomed to a high level of accountability</li> </ul>  | E                       |
| <ul style="list-style-type: none"> <li>Experience of leading or managing significant change</li> </ul>  | D                       |
| <b>Skills and personal attributes</b>   |                         |
| <ul style="list-style-type: none"> <li>Highly developed interpersonal and communication skills including being able to discuss sensitive issues tactfully</li> </ul>  | E                       |
| <ul style="list-style-type: none"> <li>Confidence in presenting and ability to question and challenge appropriately</li> </ul>  | E                       |
| <ul style="list-style-type: none"> <li>Ability to analyse reports and data and review issues objectively</li> </ul>   | E                       |
| <ul style="list-style-type: none"> <li>Ability to take responsibility for decisions and ensuring that decisions are well informed</li> </ul>  | E                       |
| <ul style="list-style-type: none"> <li>A good listener and disciplined speaker, able to weigh up arguments and summarise for others</li> </ul>  | E                       |
| <ul style="list-style-type: none"> <li>Commitment to taking a proactive role including undertaking extensive reading and research, regularly attending meetings and attending training events/seminars</li> </ul> | E                       |
| <ul style="list-style-type: none"> <li>Ability to act with integrity, adhere to governance policies and understand the importance of avoiding conflicts of interest</li> </ul>                                    | E                       |
| <ul style="list-style-type: none"> <li>Personal integrity and commitment to confidentiality in appropriate circumstances</li> </ul>   | E                       |