

The Roles, Responsibilities and Attributes of Scrutiny Members

Introduction

Scrutiny Members are responsible for scrutinising the work of the authority and for ensuring the effectiveness of the Executive.

Roles and Responsibilities

In addition to the roles and responsibilities that apply to all Elected Members, Scrutiny Members will:-

- a) Participate fully in the scrutiny function in an evidence based objective, proactive, informed and effective manner.
- b) To take account of all relevant code, rules and statutory requirements.
- c) Participate fully in the activities of the Scrutiny Committee, delivery of its work programme and any associated task and finish review panels.
- d) Monitor performance and service delivery and investigate and address the causes of under performance.
- e) Promote the role of scrutiny within and outside the Council, building understanding and ownership of scrutiny and developing effective internal and external relationships.
- f) Evaluate the validity of Executive decisions and challenge inappropriate decisions through call in.

Values, Skills and Attributes

The following qualities are required in effective Scrutiny Members:-

- a) To assess risk and interpret information and data from a wide range of sources.
- b) To constructively challenge and improve performance.
- c) To act objectively and on the basis of evidence.
- d) Knowledge of the local community, issues and expectations.
- e) To participate in meetings including effectively listening, questioning, challenging and speaking.

In particular Scrutiny Members must have the appetite, ability and commitment to prepare sufficiently to engage effectively in the scrutiny function by undertaking research, investigations and attending relevant meetings and briefings. Members must also have a sound understanding of the scrutiny function's remit and role, best practice, statutory requirements, performance management principles and the provisions of the Council's constitution.

The Roles, Responsibilities and Attributes of Scrutiny Chairmen and Deputy Chairmen

Introduction

Scrutiny Chairmen and Deputy Chairmen must provide leadership and direction in the work of their committees and act as ambassadors for the work of their committee both within and beyond the Council to develop its standing and the integrity of its role. They must have a sound understanding of the relevant subject matter, laws, procedures, codes of conduct and protocols and the ability to champion them with committee members. Chairmen and Deputy Chairmen should also inspire and enthuse committee members to undertake the work of the committee.

Roles and Responsibilities

In addition to the roles and responsibilities that apply to all Members and all Scrutiny Members the following responsibilities apply to all Scrutiny Chairmen and Deputy Chairmen:-

- a) To be a focal point of knowledge, leadership, advice and development for Scrutiny Members.
- b) To support Scrutiny Members, identifying any training needs.
- c) To promote the role of Scrutiny inside and outside of the Council, liaising with the Council's partners to build understanding partners to building understanding and ownership of scrutiny.
- d) To develop a balanced workplan for the committee, which includes appropriate topics including performance monitoring, investigative scrutiny and holding the Executive to account.
- e) To ensure the Committee's workplan takes account of relevant factors including the priorities of the Council.
- f) To liaise with officers, other representatives and the community, where applicable, to resource and deliver the workplan and report on progress against the workplan as required.
- g) To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- h) To provide confident and effective management of committee meetings and work to manage projects, resources, people and priorities as required.
- i) To facilitate effective questioning, challenge, listening and discussion.