

CHAIR OF OVERVIEW & SCRUTINY COMMITTEE (2019)

The Chair of the Overview & Scrutiny Committee will have the following responsibilities over and above that of other Committee Chairmen and ordinary Members.

Overall Role

To Chair the Overview & Scrutiny Committee and develop and maintain a working knowledge of the practices, procedures, services and functions which fall within the terms of reference of the Committee and to monitor the progress of the work programme.

Main Responsibilities

- To lead the Overview and Scrutiny Function of the Council.
- To take a lead role in scrutinising policy decisions and in liaison with appropriate senior officers to contribute to the agenda for the meetings.
- To contribute actively to the formation and scrutiny of the authority's policies, budget strategies and service delivery.
- To lead the scrutiny of policy proposals referred to the committee by the Councillor Executive by guiding the committee in obtaining preliminary background information and determining a timetable of scrutiny.
- To develop a balanced work programme for the committee and to ensure that programme is delivered.
- To report on progress against the work programme to Council and others as appropriate/required.
- To promote the role of Overview and Scrutiny within and outside the Council.
- To provide agreement where appropriate for special urgency decisions to be implemented.

Additional information about the role of Chair of OSCOM

The Chair of Overview & Scrutiny plays a leadership role responsible for establishing the committee's profile, influence and ways of working. This document developed by the panel seeks to build upon the historical bullet points as set out in the role description and describe what it might mean in practice for the person undertaking the role.

1. Manage the OSCOM meeting

- Lead through the agenda, keeping a strong focus on the objective of each item and summarise debates to ensure there is a focus on the intended outcomes.
- Ensure a good environment for constructive challenge and foster discussion amongst the committee members.
- Encourage the involvement of stakeholder's to assist the committee in understanding key issues and topics where appropriate.

2. The Chair should ensure that all work being delivered by the committee, or panels has a firm sense of direction and;

- Makes a positive impact on services and communities and challenges underperformance.
- Promotes good practice, is evidence-led and acts as catalyst for change.
- Engages, with relevant partnership issues that impacts on communities within the borough.

3. The Chair should ensure that overview and scrutiny is undertaken in a methodical and systematic manner.

- Lead the development and management of the OSCOM work programme liaising with cabinet and senior officers where appropriate.
- Support OSCOM members to prepare for key items such as Portfolio Holder reviews, external partner presentations through a pre-meeting or an informal discussion so that OSCOM members are clear on the focus and outcomes they would like to achieve.

4. The Chair will promote the ongoing development of the OSCOM and encourage learning and development opportunities to support members in their OSCOM role.

- Advise committee members of training opportunities
- Inform members of all relevant reports and literature from Central Government and the Centre for Governance and Scrutiny.