

ARTICLE 2 – COUNCILLORS AND ROLE DESCRIPTIONS

(6) Chairman of the Overview and Scrutiny Committee

The key roles and responsibilities of the Chairman of the Overview and Scrutiny Committee are to:

- lead the Overview and Scrutiny process effectively
- chair meetings of the Overview and Scrutiny Committee and provide leadership and strategic direction in its working arrangements;
- develop the Committee's internal and external influence;
- be fully aware of the Cabinet Work Programme so that the Committee is able to consider relevant issues and carry out pre-decision scrutiny.
- be the formal link between the Committee and the Cabinet and ensure that any issues referred to the Committee by the Cabinet or Council are properly considered
- in conjunction with the Lead Officer, lead the development of the Committee's work programme, and the co-ordination of the Committee's Task and Finish Groups. Ensure progress is monitored and that tasks are progressing satisfactorily.
- ensure that clear terms of reference and timescales are set for Task and Finish Groups appointed by the Committee
- attend and chair mid-cycle meetings
- present the Committee's reports and recommendations to the Council, Cabinet or other decision making body in respect of any work carried out by the Panel;
- develop and promote the role and impact of the Committee's through effective working relationships with the Cabinet, other councillors and officers and the local community;
- develop stakeholder and partner involvement in the Committee's work;
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work covered by the Committee;
- ensure that mechanisms to support the Panel are working effectively and that the requirements of the Panel are met

- participate in relevant training and development events; and
- act as a consultee in urgent key decisions being considered by the Cabinet which have not been included in the Cabinet Work Programme;

(7) Vice-Chairmen of the Overview and Scrutiny Committee

The key roles and responsibilities of the Vice-Chairmen of the Overview and Scrutiny Committee are to:

- assist the Chairman in leading the Overview and Scrutiny process effectively
- deputise for the Chairman in his/her absence
- assist the Chairman in leading the development, management and monitoring of the Committee's work programme and the co-ordination of Task and Finish Groups appointed by the Committee
- be fully aware of the Cabinet Work Programme so that the Committee is able to consider relevant issues and carry out pre-decision scrutiny
- attend 'mid-cycle' meetings with the Chairman, representatives from the Committee and senior officers to assist agenda planning and enable discussion to inform effective scrutiny
- chair Task and Finish Groups appointed by the Overview and Scrutiny Committee
- assist the Chairman of the Overview and Scrutiny Committee to ensure that clear terms of reference and timescales are set for Task and Finish Groups
- present reports of Task and Finish Groups to the Overview and Scrutiny Committee
- support the Chairman in preparing and presenting reports from the Overview and Scrutiny Committee to the Council and the Cabinet
- assist the Chairman to develop and promote the role and impact of the Committee through effective working relationships with the Cabinet, other councillors, officers and the local community.
- participate in relevant training and development events; and
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of reviews by Task and Finish Groups