

SCRUTINY CHAIR

Role

To take a lead role in co-ordinating scrutiny activities in accordance with the Committee's terms of reference and the approved Annual Scrutiny Programme.

To ensure that the business of the Scrutiny Committee is conducted in line with the Constitution and legal requirements so as to ensure transparency and accountability within the Council's decision making and governance arrangements.

Duties and Responsibilities

1. To attend and Chair meetings to ensure the efficient transaction of business in line with the Council's Constitution.
2. To work with the Vice-Chair, Lead Officer and Scrutiny/Democratic Services Officers to co-ordinate the activities and the work programme of the Scrutiny Committee.
3. To foster and maintain a disciplined approach by Members involved in Scrutiny having regard to the requirements of Council's Constitution and the Members' Code of Conduct.
4. To attend, promote and encourage participation in Member training and development activity.
5. To take a lead role in:
 - monitoring the Council's decision-making processes, ensuring that decisions are consistent with Council policy and the budgetary framework.
 - scrutinising the activities of the Cabinet, Cabinet Members and Officers taking executive decisions.
 - inviting Cabinet Members, Officers and others to attend meetings of the Scrutiny Committee to answer questions where appropriate.
 - presenting reports from the Scrutiny Committee to the Cabinet and/or Council.
6. To act as a focus for liaison between the Council and its communities and partners in relation to scrutiny functions.
7. To represent the Council on any other bodies or groups as appropriate in connection with scrutiny functions.