

STRATEGIC MONITORING COMMITTEE CHAIRMAN'S PROTOCOL

Summary of Role

- To chair the Strategic Monitoring Committee and ensure and co-ordinate the effective conduct of business;
- To ensure he/she is sufficiently and effectively briefed on the Policy and Finance Programme Area;
- To ensure and co-ordinate effective scrutiny of the Council's policies, plans and activities and to lead in the preparation of the Council's overview and scrutiny work programme;
- To undertake, in addition, all the duties specified in the Councillor's Role Description.

Key Responsibilities

- To lead on the scrutiny of policy and strategic issues and executive recommendations affecting the Policy and Finance Programme Area;
- To lead on the decisions, responses or recommendations, post scrutiny, to the Council, the Executive or relevant officers;
- To lead on the scrutiny of budget plans, policy or strategy;
- To lead in the provision of advice to the executive on major issues or policies before final recommendations are made (by the executive) and to co-ordinate and regulate reports to the Executive by the Scrutiny Committees;
- To co-ordinate the exercise of the call-in powers under Sections 21 (3) (a) and (b) of the Local Government Act 2000;
- To lead on the review of policy, strategy and budget decisions and any consequent proposals for changes or amendments to policies or practices to the Council or the Executive, as appropriate, in pursuit of the achievement of best value;
- To lead on the scrutiny of external reports on performance;
- To lead on identifying cross-cutting strategy issues and ensuring a corporate approach to scrutiny in such areas;
- To lead in identifying the annual Best Value Review Programme and in reporting to the Executive and Council on those reviews;
- To ensure the effective and orderly operation of the Strategic Monitoring Committee;
- To lead in ensuring that appropriate information, training and guidance is available to non-executive members in scrutinising the particular service or corporate area;
- To meet regularly with relevant officers to ensure the receipt of appropriate "independent" advice to inform effective scrutiny and the functioning of the committee;

- To ensure regular contact with non-executive councillors, community representatives and local stakeholders to inform effective scrutiny of policies, strategies, budgets and performance;
- To contribute effectively to the Council's scrutiny process by ensuring the questioning of the relevant Cabinet Members on the development of policy and strategies and performance against such strategies and policies, whether at the committee, the Council or by other means.