

SCRUTINY COMMITTEE CHAIRMAN'S PROTOCOL

Summary of Role

- To chair the Scrutiny Committee to which he/she is appointed and ensure and co-ordinate the effective conduct of business;
- To ensure he/she is sufficiently and effectively briefed on the service and relevant corporate areas, and issues pertaining to those areas;
- To ensure effective consideration and scrutiny by the committee of recommendations, proposals and decisions of the Cabinet and officers, or any other reports on the performance of the service or relevant programme area;
- 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 Programme Area(s);
- In liaison with the Strategic Monitoring Committee to make responses or recommendations, post scrutiny, to the Council, the executive or relevant officers;
- To lead on the scrutiny of external reports on the performance of the monitored Programme Area;
- To ensure the effective and orderly operation of the particular scrutiny committee;
- To meet regularly with relevant officers to ensure the receipt of appropriate "independent" advice to inform effective scrutiny and the functioning of the scrutiny 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 Member on the development of policy and strategies and performance against such strategies and policies, whether at the scrutiny committee, the Council or by other means.