

## Extract from the Council's Publication – Finding the Answers

**Roles and Responsibilities of Chairmen****Chairman of the Overview and Scrutiny Committee****Purpose of Position**

- To provide leadership and direction to the work of the Overview and Scrutiny Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
- To chair Committee meetings and ensure the Committee achieves its terms of reference.
- To monitor and manage the annual work programme of the Overview and Scrutiny Committee and work with the Chairmen of Task Groups, by sharing experience, exchanging ideas and best practice and monitoring their work programmes.

**Specific Tasks**

- To ensure the effective running of the Overview and Scrutiny Committee, chairing meetings in line with the constitution and adopting an investigative, evidence-based approach with witnesses, visits and written evidence in addition to formal reports and traditional committee practice.
- To encourage the Committee to adopt an outward-looking focus by actively engaging service users, other stakeholder groups and the public in its work.
- To work with the Vice-Chairman and Officers in the development and delivery of the annual Work Programme.
- To hold regular draft agenda meetings with the Vice-Chairman and Officers to draw up the agendas for forthcoming meetings.
- To encourage Committee members to obtain the necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary.
- To endeavour to engage all members of the Committee within the scrutiny process, allowing robust debate and constructive criticism leading to clear and measurable outcomes.
- To lead the Committee in prioritising its work so as to ensure effective scrutiny, and to lead the Committee in conducting an annual review of performance.
- To develop a constructive relationship with the Executive, especially with relevant portfolio holders.

- To develop a constructive relationship with the Strategic Directors/Heads of Service in the areas that the Committee scrutinises.
- To co-ordinate the Committee's work with the Chairmen of Task Groups, especially in ensuring that positive outcomes are delivered which make clear recommendations for service improvement.
- To introduce Committee reports to the Executive and Council and elsewhere, and to represent the agreed views of the Committee.
- To speak on behalf of the Committee in promoting effective communications with the media and the public in its work.
- To promote the implementation of the best practice and procedures set out in the Council's Scrutiny tool kit.
- To promote Member development to the Members of the Committee.

### Personal Attributes

- Committed to the role and public service.
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards.
- Committed to and demonstrates the Council's Vision:
  - ❖ Our Vision – Towards Tomorrow Today.
- Committed to and demonstrates the Council's Values:
  - ❖ People – A healthy, inclusive and engaged community.
  - ❖ Place – An enterprising, vibrant and sustainable place.
  - ❖ Us – An innovative, proactive and effective Council.
- Thinks Woking-wide, taking into account local needs.
- Committed to equal opportunities and values diversity.
- Works in partnership.
- Seeks continuous personal development.
- Is an advocate of the Borough Council.
- Supports transparency in decision-making processes.
- Approachable, empathetic and understanding.
- Ensures that the Committee makes positive, clear and actionable decisions.

## Skills/Knowledge

- Good communication and interpersonal skills.
- Ability to analyse and grasp complex issues.
- Leadership and chairing skills.
- Project and time management skills.
- Ability to influence and work constructively with Members, officers, the public and outside organisations.
- Ability to build and work as part of an effective team.
- Have detailed knowledge of the procedures for Call-in Notices, Call for Action requests, and the receipt of petitions.
- Have detailed knowledge of, and encourage the application of, the Council's Scrutiny tool kit.
- Have experience of questioning witnesses, experts, elected Members, Officers and others who may appear before the Committee as part of a scrutiny review.

*Note: The above duties and responsibilities are in addition to the Member's role as a Councillor.*