ROLE OF OVERVIEW AND SCRUTINY PANEL CHAIRMAN

1. MAIN ROLE

(a) To lead on the scrutiny of strategic policy and budget proposals by the Cabinet for the service areas under the jurisdiction of the Panel.

(b) To lead on scrutinising the activities and performance of the Cabinet and Officers in relation to the services under the jurisdiction of the Panel.

(c) To lead the Panel's activities relating to performance management reviews.

2. DUTIES AND RESPONSIBILITIES

(a) Chair the Overview and Scrutiny Panel.

(b) Co-ordinate the activities of the Overview and Scrutiny Panel and take a lead role in its work.

(c) Lead investigations into policy proposals referred to the Panel by the Council or the Cabinet or selected by the Panel and in particular:-

- In the determination of the overall manner in which the work will be undertaken.
- Arranging provision of preliminary background information.
- On the selection of witnesses and whether evidence is to be given orally or in writing.
- On the determination and selection of consultants (where appropriate) for particular areas of research.
- In the completion of the investigation within the approved timetable.

(d) Lead investigations in respect of those policy decisions taken by the Cabinet or Officers and in particular:-

- On the determination of the extent of the investigation to be undertaken.
- On commissioning appropriate research and the provision of preliminary background information for the Panel.
- By co-ordinating the preparation of any lists of questions to be asked during the investigation.
- By providing a list of issues to be discussed or requests for detailed statistical and other information to the Cabinet or Officer prior to any meeting of the Panel.
- On the determination and selection of consultants (where appropriate) for particular areas of research.
- In the selection of witnesses and whether evidence is to be given orally or in writing.

- Ensuring that, upon completion of the investigation, a report on the outcome of the investigation is prepared and submitted to the Cabinet and/or Council as appropriate.

(e) Ensure that the Panel undertakes, in conjunction with the Cabinet and/or its Members, appropriate reviews of service performance under the Council's performance management arrangements.

(f) Take the lead on reviews of the Council's involvement in and support of outside organisations which fall within the Terms of Reference of the Overview and Scrutiny Panel.

(g) Take the lead on consideration and review of external audit reports which relate to the matters within the Terms of Reference of the Overview and Scrutiny Panel.

(h) Take the lead in ensuring that training requirements of the Panel Members are considered and appropriate training programmes or seminars are arranged.

(i) Encourage Panel Members to deal with all issues placed before them in an unbiased manner. Where Members have received advice or directions from their group leader, or the group, as to the views any Councillor should express on a particular issue, ensure that those Members disclose such facts at the meeting at which the matter is being discussed.

(j) Encourage Members to disclose all pecuniary and non-pecuniary interests in any matters placed before the Panel.