

ROLE PROFILE

Overview and Scrutiny Panel Chairman

This is a Special Responsibility role profile.

1. Who is an Overview and Scrutiny Panel Chairman accountable to?

- South Holland District Council; and
- To members of the specific Overview and Scrutiny Panel.

2. Role, Purpose and Activity

- **Overview and Scrutiny Panels**
 - Performance Monitoring Panel; and
 - Policy Development Panel.
- **Chairing Overview and Scrutiny Panel meetings**
 - To lead committee meetings in line with the Council's meeting procedures.
- **Providing leadership and direction**
 - To provide confident and effective management of meetings to ensure involvement and clear decision-making;
 - To ensure that interested parties are satisfied as to the openness and transparency of the meeting;
 - To delegate actions to Task Groups as required;
 - To promote the role of Overview and Scrutiny and liaise effectively with councillors, officers and external partners;
 - To develop a work programme and ensure it takes account of relevant factors such as: the work programmes of the Cabinet and other committees, strategic priorities and risks, and relevant community issues;
 - To demonstrate an objective and evidence based approach to Overview and Scrutiny; and
 - To evaluate the impact and added value of Overview and Scrutiny activity and identify areas for improvement.
- **Managing the work programme**
 - To ensure that the work programme is delivered;
 - To report on progress against the work programme to Council, and other committees as necessary; and
 - To liaise with councillors, officers and external partners to resource and deliver the work programme.

- **Holding the Cabinet to account**
 - To evaluate decisions made by Cabinet and challenge any which are considered or believed to be inappropriate.

- **Effective meeting management**
 - To set agendas containing clear objectives and outcomes for the meeting;
 - To manage the meeting in order to ensure that meeting objectives are met, in line with meeting procedures;
 - To ensure that any necessary preparation is done beforehand; and
 - To ensure that all participants have an opportunity to make an appropriate contribution.

- **Internal governance, ethical standards and relationships**
 - To develop the reputation and reliability of the panel and its decision-making;
 - To understand the roles of members, officers and external parties operating on behalf of the panel; and
 - To promote and support good governance of the Council.

3. Values

- To be committed to the Council's values and corporate priorities.

Vice-Chairman

- To act as Chairman in their absence; and
- To assist the Chairman as required.

PERSON SPECIFICATION

Overview and Scrutiny Panel Chairman

To fulfil the role laid out in the role profile, an effective Overview and Scrutiny Chairman requires:

Chairing Overview and Scrutiny Panel meetings

- Chairing skills to ensure that Overview and Scrutiny Panel meetings are carried out in line with meeting procedures;
- Leadership skills to ensure that all those attending the meeting participate in an appropriate manner; and
- An understanding of the Council's meeting procedures

Providing leadership and direction

- An understanding of the Council's role and ability to ensuring that external partners are aware of that role;
- A knowledge of local issues;
- The ability to manage the work of the panel;
- The ability to develop work programmes;
- Negotiation and questioning skills; and
- The ability to build constructive and 'critical friend' relationships with the Cabinet.

Managing the work programme

- The ability to manage projects and resources;
- The ability to manage people;
- The ability to prioritise; and
- The ability to report progress in an understandable format.

Holding the Cabinet to account

- An understanding of arrangements for challenging decisions.

Effective meeting management

- A knowledge of meeting protocols;
- The ability to act as an effective Chairman, managing the agenda and progressing business;
- The ability to manage effective discussions; and
- The ability to listen and question effectively.

Internal governance, ethical standards and relationships

- A knowledge of the relevant Overview and Scrutiny Panel meeting procedures; and
- An understanding of the Code of Conduct, the Member/Officer Protocol.