

**Guidance for Overview and Scrutiny Chairman**

**Key Duties and Responsibilities may include**

- To chair the meetings of the Overview and Scrutiny Committee ensuring each committee member and visiting members have the opportunity to contribute.
- To preside over the agenda setting process.
- To maintain an overview of the work programme of the Committee in order to ensure effective co-ordination and progress of all work.
- To develop a clear understanding of the Committee's terms of reference, the scope and range of services for which it is responsible and Council policies in respect of those services.
- To encourage overview and scrutiny members to develop the necessary skills to contribute effectively to the work of the Committee and to work with officers
- To initiate and develop constructive relationships with the Executive, especially with relevant portfolio holders, senior officers and partners.
- To engage partner agencies in the Committee's work to promote a constructive approach to overview and scrutiny.
- To attend meetings of the Overview and Scrutiny Coordinating Committee
- To contribute to the management and development of the overview and scrutiny function.
- To attend when requested meetings of the Executive when items relevant to the Committee are being considered.
- To liaise and communicate on a regular basis with relevant officers, particularly the Overview and Scrutiny officer team, and specialists to ensure the receipt of appropriate advice to inform effective overview and scrutiny.
- To encourage the involvement of all interested parties and stakeholders, individuals voluntary and community groups in overview and scrutiny matters.

**Key Skills and Knowledge**

- Advanced chairing skills.
- Project Management
- Facilitation Skills
- Good ambassadorial skills representing and championing the overview and scrutiny function inside and outside the Council.
- Listening and questioning skills.
- High standard of communication skills with officers, Councillors, co-optees, partners, external bodies and members of the public.
- Good presentation and public speaking skills.
- Ability to obtain and weigh up evidence and help the Committee to make quality recommendations based on that evidence.