

APPENDIX D TO SCRUTINY REPORT - 27 JUNE 2018 (APPENDIX C OF EXECUTIVE REPORT – 24 MAY 2018)

Chair of Overview and Scrutiny – Kirklees Council

In addition the duties and responsibilities identified for Overview and Scrutiny Management Committee Members, the Chair of Overview and Scrutiny will:

- Lead and promote the overview and scrutiny function
- Manage and co-ordinate the overview and scrutiny function
- Maintain effective liaison with the Leader of the Council and the Chief Executive to ensure that overview and scrutiny contributes to effective decision-making in Kirklees.
- Represent overview and scrutiny in Council and be accountable to Council for the actions of overview and scrutiny.
- Ensure that overview and scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- Represent Kirklees at regional and national forums concerned with overview and scrutiny.
- Represent the Overview and Scrutiny Committee on relevant boards and panels.
- Maintain an overview of scrutiny in Kirklees and to learn from practice elsewhere
- Ensure the continuing development of overview and scrutiny in Kirklees through improving both how it is organised as well as the practice.
- Encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters.
- Be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.
- Oversee training and development of all involved in the work of Overview and Scrutiny
- Oversee, and participate in, the recruitment of voluntary recruitment and assignment.

Governance and Decision Making

A Kirklees Chair of Overview and Scrutiny will:

- Chair the meetings of the Overview and Scrutiny Management Committee and any Ad Hoc Panels as appropriate
- Ensure that scrutiny work is properly coordinated
- Maintain an oversight of overview and scrutiny in order to ensure effective co-ordination and progress of all work.
- Monitor progress of all scrutiny reviews and ensure that they are completed in reasonable time.
- Receive all requests for scrutiny and determine the approach to take.
- Monitor the use of 'notices of concern' and 'call-in' procedures to advise on whether the procedure is being used appropriately.
- Be responsible for the constitutional arrangements relating to the waiving of call in where decisions are "urgent" and / or not on the forward plan. Be responsible for maintaining the standards expected from Overview and Scrutiny in Kirklees.