

APPENDIX A
BURY METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION

Post Title: Joint Scrutiny Officer (Health)	
Department: Chief Executive's	Establishment/Post No:
Division/Section: Assistant Chief Executive's/Policy and Research	Post Grade: PO1/PO4
Location: Town Hall, Bury	Post Hours: 37 hours per week.
<p>Special Conditions of Service: Flexi-time scheme in operation.</p> <p>Attendance at evening meetings.</p> <p>Casual user car allowance.</p>	
<p>Purpose and Objectives of Post:</p> <p>To establish and maintain joint committees with appropriate local authorities in regard to the scrutiny of services provided by the Pennine Acute Hospitals NHS Trust and the Pennine Care NHS Trust.</p> <p>To provide dedicated support, guidance and advice on health scrutiny to the joint committees.</p> <p>To ensure effective operation of the joint committees, scrutiny, overview and policy development functions including relevant and effective research.</p> <p>To assist the Assistant Chief Executive and other authorities represented on the joint committee in providing effective development and training for members of the committee.</p> <p>To ensure the efficient and effective operation of the two joint committees' decision making processes in accordance with the various Council constitutions, specifically within the overview and scrutiny of health.</p> <p>To undertake and develop initiatives to contribute to the work of the overview and scrutiny function and supervise the overall management and co-ordination of the Health, Scrutiny and Review work programme.</p>	
Accountable to: Assistant Chief Executive	
Immediately Responsible to: Principal Policy Officer	
Immediately Responsible for: Part- time Administrative Assistant	

Relationships: (Internal and External)**Internal**

Chief Executive
Director of Legal and Democratic Services
Director of Finance and E-Government
Democratic Services Manager
Deputy Democratic Services Manager
Other Chief Officers
Democratic Services Officers
Officers throughout the Authority
Chairs of Scrutiny and Review Panels
Other elected Members

External

Members of Parliament
Government Departments
Local Authority Associations
District Auditor
Officers and Members of outside bodies
Officers and Members of other public authorities and joint authorities
Officers and Members of Health Organisations in Bury
Officers and Members of the Pennine Acute Hospitals NHS Trust and the Pennine Care NHS Trust
Representatives of Patient and Public Involvement Forums
Representatives of Patient Advisory Liaison Services
Officers of national agencies such as the Commission for Patient and Public Involvement in Health
Press
Members of the public

Control of Resources:

Personnel -

Equipment - Computer terminal, printer

Health and Safety - ensure compliance with Health and Safety guidelines and instructions as set out in the Health and Safety policy.

Research Budget

Monitoring of the budget and periodic reports to constituent authorities

Duties/Responsibilities:

1. To develop, monitor and review procedures to ensure that the Joint Scrutiny Committees operate in accordance with the requirements of the Local Government Act 2000 and the various Council Constitutions.
2. To act as Lead Officer responsible for the provision of organisational and administrative support to the Scrutiny Joint Committees in relation to overall management, co-ordination, timetabling and monitoring of the Scrutiny and Review programmes, including liaison with Chairs of each Joint Scrutiny Committees and any associated task/working groups.
3. To be responsible for the management and development and motivation of the part-time administrative assistant.
4. To liaise network with the Principal Policy Officer on the development in joint scrutiny and keep the Officer informed of developments particularly where issues may have local implications for Councils
5. To liaise with the Democratic Services officers responsible for health issues as appropriate.
6. To liaise with representatives of the Emerging Patient Involvement Forums in the NHS such as the Patient Advisory Liaison Service and the Patient Involvement Forums and develop effective channels of communication with staff responsible for these services.
- 8.. To develop annually with the Joint Committees programmes of topics, issues or discreet areas of work appropriate for their consideration including suggestions for topics for policy development, scrutiny and cross-cutting reviews.
9. To develop initiatives to ensure the efficient and effective operation of the Joint Scrutiny Committees including continual review of the processes in line with Government advice and research to identify innovative approaches for the improvement of the process.
10. To organise effectively the arrangements for public hearings, attendance of witnesses and any investigative mechanism.
11. To ensure the provision of appropriate research and information to the Joint Scrutiny Committees, depending on their particular terms of reference or topic area.
12. To identify individuals and organisations who are key partners and stakeholders in respect of the Joint Scrutiny function.
13. To be responsible for liaising with internal parties/external bodies and neighbouring authorities and other relevant agencies to ensure effective joint scrutiny.
14. To draft for the consideration of the Joint Scrutiny Committees analytical reports arising from the consideration of hearings with recommendations on policies, services, practices, activities and performances.
15. To be responsible for the co-ordination of Joint Scrutiny Training for Members, Co-opted Members and relevant Officers.
16. To provide support to Members undertaking project work for Joint Scrutiny Committees.
17. To be responsible for control and monitoring of any budget allocated to the Joint Scrutiny Review process.

18. To convene meetings, prepare the Agenda, attend and provide advice as necessary on behalf of the Assistant Chief Executive/Director of Legal and Democratic Services to the Joint Scrutiny Committees.
19. To prepare reports for and Minutes arising from meetings of the Joint Scrutiny Committees and other bodies as assigned and make sure that action is taken by the relevant organisation.
20. To deal with and respond as appropriate to questions raised by members of the public at meetings, correspondence and issues arising from the Joint Scrutiny Committees and other associated bodies.
21. To provide advice, briefing notes and assistance as required to Elected Members, Chief Officers and the Chairs of the Joint Scrutiny Committees and associated bodies.
22. To secure, in liaison with the Chairs of the Joint Scrutiny Committees and relevant Officers of the Council and partnership organisations appropriate publicity for the activities and recommendations of the Joint Committees.
23. Help to ensure compliance with Health and Safety guidelines and instructions as set out in the Health and Safety policy of Bury MBC including the maintenance of the accident/incident reporting procedure.
24. Any other duties of an equal nature appropriate to the post as may be determined by the Assistant Chief Executive in relation to the joint scrutiny of the Pennine Acute Hospitals NHS Trust and the Pennine Care NHS Trust (see paragraph 203 of Supplemental Conditions of Service)
25. To annually review the political balance of the joint committees and make recommendations to each constituent authority on any proposed changes.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date: