

ROLE SPECIFICATION 2011/2012

CHAIR OF OVERVIEW MANAGEMENT COMMITTEE, INTERNAL SCRUTINY, AND EXTERNAL SCRUTINY

The Chairs of Overview Management Committee, Internal Scrutiny Committee and External Scrutiny Committees are responsible for effective Overview and Scrutiny in Bury Council by:

- Leading and Promoting the Overview and Scrutiny function
- Managing and Co-ordinating overview and scrutiny work as relevant
- Supporting the continuing development of overview and scrutiny

Leading and Promoting Overview and Scrutiny:

- Developing a constructive working relationship with the relevant Executive Portfolio holder and all spokespersons
- Developing and maintain a constructive working relationship with the Directors/Heads of Service in the areas which the Committee scrutinises
- Representing the Overview Management Committee/Internal Scrutiny Committee/External Scrutiny Committee on relevant Boards and Panels of the Council
- Ensuring that Overview and Scrutiny is publicised and communicated to build understanding of its role both within and outside the Council
- Representing Bury Council when required at any regional and national forums concerned with overview and scrutiny

Managing and Co-ordinating Overview and Scrutiny:

- Chairing meetings of the Overview Management Committee/Internal Scrutiny/External Scrutiny Committee
- Ensuring that Scrutiny Procedure Rules are adhered to
- Ensuring that all Members of the Committee are engaged and have the opportunity to contribute to the overview and scrutiny process
- For Chairs of the Internal and External Scrutiny Committees – reporting to the Overview Management Committee on the work and progress of the Committee and keep it informed of important and contentious issues
- Ensuring that the Internal/External Scrutiny Committee responds to issues referred to it by the Executive or Overview Management Committee

Supporting the Continuing Development of Overview and Scrutiny:

- Maintaining an overview of Scrutiny in Bury Council and learning from practice elsewhere
- Ensuring the continuing development of overview and scrutiny in Bury Council, through improving both how it is organised; as well as the practice
- Encouraging the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters
- Participating in relevant learning and development activities