

## Supplementary Role Profile for the Chairman of the Education and Children's Services Scrutiny Committee

This document builds on the general role profile for Suffolk County Councillors.

This document summarises the main features of working as the Chairman of the Education and Children's Services Scrutiny Committee and for which a Special Responsibility Allowance is paid under SCC Constitution Part 7, Schedule 1 'Rates of Basic and Special Responsibility Allowances'.

### Main Purpose of the Role:

The role of the Chairman of the Education and Children's Services Scrutiny Committee is to ensure that the work of the committee is conducted to discharge the terms of reference (extracted from Part 1 of the Council's Constitution) below:

#### Terms of Reference

##### Purpose

1. The Committee's scope includes focusing on how the Council and other organisations with which it works, deliver education and learning, early years and childcare, services for vulnerable children and young people including early intervention and prevention, and integrated youth support services, to secure the best possible outcomes for every child.
2. To operate as part of a system of checks and balances to Cabinet and to delegated decision-making so that all members can be confident that decisions are being made in an appropriate way and implementation of those decisions contributes to delivering Council priorities for the benefit of Suffolk people.
3. To determine what scrutiny arrangements, if any, are necessary, to look at how decisions are made and how they are being implemented, particularly from the viewpoint of the general public, and identify where improvements should be made.

##### Remit

1. To scrutinise how the County Council and other organisations secure the best possible outcomes for every child in Suffolk.
2. To consider and respond to proposals from councillors, cabinet members, policy development panels, members of the public and local community representatives, who suggest issues that should be subject to strategic scrutiny.
3. To manage scrutiny arrangements to comply with current statutory obligations, including acting as the County Council's Scrutiny Committee for Education matters.

4. To involve young people, representative groups, and partner agencies in the work of the Committee to ensure that their voices are heard.
5. To ensure scrutiny resources are being used efficiently and effectively and likely to lead to real improvements for the children and young people of Suffolk.
6. To appoint time limited, task and finish groups to undertake detailed scrutiny work and make recommendations to the Cabinet or another decision-maker as appropriate.
7. To determine the nature of involvement of other people in scrutiny to get an appropriate range of perspectives, having regard to the associated costs and benefits.
8. To determine a six-month work programme for scrutiny, keeping flexibility to deal with urgent, or newly-emerging issues.
9. To ensure that councillors and other people are informed of what scrutiny has done and what difference scrutiny has made.

#### **Additional Responsibilities:**

The Chairman will also:

1. Be required to act as a result of the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, as referred to below under 'any other comments'.
2. Work with the scrutiny officer and vice chairman to identify and address the training and development needs of the committee members to enable the committee to work as effectively as possible.
3. Work with the scrutiny officer and vice chairman, and other committee members where appropriate, to scope the nature and focus of each inquiry to be conducted by the committee.
4. Monitor the cabinet's forward work programme to identify areas for scrutiny
5. Call and lead pre-meetings of the committee.
6. Work with the scrutiny officer and vice chairman to refine the recommendations to be agreed and published by the committee after each inquiry.
7. Work with the vice chairman to meet regularly with the Children and Young People's Services Directorate Management Team to identify challenges and opportunities facing the service area which could be useful topics of inquiry by the committee.
8. Represent and promote the role and work of scrutiny to the public to encourage wider participation in scrutiny by the people of Suffolk.
9. Monitor and research national developments in scrutiny best practice.
10. Attend national scrutiny conferences/training.

**Estimated average monthly time spent on the role:**

40 hours.

**Any other comments**

Time spent could be more as there is a great deal of reading and research.