

Supplementary Role Profile for the Chairman of the 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 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 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:

10.3 Terms of Reference

The Scrutiny Committee, and any joint scrutiny committees, shall have the power, within their terms of reference:

10.3.1 To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive;

10.3.2 To make reports or recommendations to the Council or the executive with respect to the discharge of any functions which are the responsibility of the executive;

10.3.3 To scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive;

10.3.4 To make reports or recommendations to Council or the executive with respect to the discharge of any functions which are not the responsibility of the executive;

10.3.5 To make reports or recommendations to Council or the executive on matters which affect Suffolk or the inhabitants of Suffolk;

10.3.6 To be responsible for scrutiny of the Council's strategic and budgetary framework and its implementation.

10.3.7 To review or scrutinise, in accordance with Section 19 of the Police and Justice Act 2006, decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;

10.3.8 To make reports or recommendations to the County Council with respect to the discharge by the responsible authorities of their crime and disorder functions.

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 corporate management team to identify challenges and opportunities facing the Council which could be useful topics of inquiry by the committee.
8. Work with the scrutiny officer and vice chairman to build stronger links with scrutiny officers and councillors across local government in Suffolk.
9. Represent and promote the role and work of scrutiny to the public to encourage wider participation in scrutiny by the people of Suffolk.
10. Monitor and research national developments in scrutiny best practice.
11. 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.

1. Where a key decision is to be taken by Cabinet in a meeting (or part of a meeting) where the press and public are excluded, and notice that the decision is to be taken in private has not been published a clear 28 days before the meeting, then the Chairman of Scrutiny Committee will be asked to agree that the matter is urgent and cannot reasonably be deferred (Regulation 5).
2. Where a key decision is to be made by the Council (whether by Cabinet or an individual under delegated powers), and publication of the intention to take the key decision is not practicable at least 28 clear days in advance, the

Monitoring Officer will inform the Chairman of the Scrutiny Committee in writing, publish the notice, and wait five days, before the decision can be made (Regulation 10).

3. Where compliance with Regulation 10 (above) is impracticable, the key decision may only be made where the decision maker has obtained agreement from the Chairman of Scrutiny Committee that the making of the decision is urgent and cannot reasonably be deferred (Regulation 11).