

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

ROLE PROFILE

SCRUTINY REVIEW AND POLICY DEVELOPMENT CHAIRS

**Corporate Performance Panel
Environment and Community Panel
Regeneration and Development Panel**

Key Points

1. To provide leadership of and direction to their particular Panel to fulfil the following roles:
 - a. Holding the Cabinet to account;
 - b. Policy development;
 - c. Performance and policy review; and
 - d. Scrutiny of public services delivered in West Norfolk by external organisations with their agreement.
2. To chair Panel meetings effectively (see Briefing note issued re Chairing of meeting in Members Mod Gov Library)
3. To understand the role of the Panel, and other Bodies their Terms of Reference and other aspects

Duties and Responsibilities

1. To lead on the development of an effective work programme, prioritising whenever necessary, to ensure that the work of the Panel has direction and focus and delivers effective outcomes, through the attendance of sifting meetings with officers.
2. To encourage and, where possible, ensure that Panel members obtain the necessary skills to carry out the scrutiny role
3. To work with officers in identifying training opportunities
4. To encourage all Non Executive members to engage with the scrutiny process
5. To meet and co-ordinate work with other scrutiny review and development Chairmen, sharing learning experiences where appropriate
6. To develop a constructive "critical friend" relationship with the Cabinet, especially with relevant portfolio holders
7. To develop a constructive relationship with the Chief Executive, Directors and Service Managers
8. To scrutinise, where appropriate, services and policies of the authority to ensure strategic objectives are met
9. To attend relevant Cabinet Meetings and present scrutiny recommendations from the Panel/Committee to the Meetings
10. To develop and maintain a working knowledge of the organisations, services, activities and other matters which affect and impact on the local community

11. For the Chairman of CPP – to manage the “Call In” process for any Cabinet decisions called in.
12. To promote and support good governance of the Council.

Skills Required

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills
4. Ability to analyse complex information
5. Listening, Questioning and summarising skills
6. Clear understanding of the Council’s budget and policies
7. Clear understanding of the Council’s Call In process.
8. Ability to influence and work constructively with members, officers, the public and outside organisations
9. Ability to work as part of a team