

Select Committee Task Group Lead (Vice-Chairman)

Purpose:

- To lead Select Committee task group work and act as a spokesperson
- To ensure task groups complete their task and report their findings
- To encourage broad participation from Select Committee Members
- To lead robust evidence gathering work using appropriate methods to produce recommendations

Key Duties and Responsibilities:

- a) To support the Chairmen and Committee in the identification and prioritisation of relevant scrutiny topics;
- b) To uphold principles of good scrutiny: critical friend challenge, independence, service improvement and amplifying local voice;
- c) To lead the development of task group scoping, project plans and key lines of enquiry;
- d) To ensure task groups employ a robust methodology for gathering evidence;
- e) To act as spokesperson for the task group in reporting to the Select Committee and Cabinet where appropriate;
- f) To take responsibility for the delivery of the task group's work including a final report and SMART recommendations;
- g) To promote the role and impact of scrutiny at the council and beyond.

Key Personal Attributes, Skills and knowledge:

- A clear understanding of the role of scrutiny and what 'good scrutiny' looks like
- Effective leadership skills
- The ability to chair meetings and facilitate open discussion
- The ability to analyse and grasp complex issues
- Political knowledge and awareness
- A clear understanding of the operation of the Council and its partner organisations
- The ability to work effectively with Council officers, the public, the media and outside organisations
- The flexibility and capacity to drive and lead task group work – this is estimated to be the equivalent of at least one day per week

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