

Appendix 1

Outline Role Description for co-opted members

General

- To ensure the needs, views and experiences of service users and citizens are represented in overview and scrutiny work as a means to help promote mutuality and joint approaches to the improvement of local services.
- To contribute to a shared understanding of the roles and responsibilities of the organisation, community or stakeholder group represented by the co-optee and the relevant overview and scrutiny committee.

Specific

- To be involved in the overview and scrutiny committee forward work programme planning, delivery and review process as follows:
 - (i) To share perspectives about local issues and service delivery to help identify priorities for the work programme;
 - (ii) To share information about the organisation, user group or community of interest represented by the co-optee in order to identify opportunities for:

Informal sharing of information

Complementary review activity

Joint working

Joint briefing and/or training

Helping to ensure that public service providers are fulfilling their duties to engage and that they hear a diversity of views from local people

Co-ordination of input to, consultation on, and regulation and assessment of local services

Following up on the implementation of scrutiny recommendations/outcomes of consultation to find out what difference has been made

Joint communication with local people to seek views in connection to planned programmes of scrutiny review or policy development and to demonstrate the opportunities provided by the scrutiny process to influence local service delivery.

- When involved in review activity, to put forward evidence-based views/comments/suggestions on a given topic on the basis of knowledge or experience.
- To help establish where the organisation/community of interest/user group represented by the co-optee and the overview and scrutiny committee will work separately.
- To be involved, or identify the right person to be involved, in scrutiny review activity if requested.
- To report on progress and constraints with the delivery of respective work programmes, including presenting the Committee with annual reports where relevant.
- To share good practice and organisational learning.
- To help identify the support needed for an effective working relationship between the organisation or stakeholder group represented by the co-opted member and the relevant scrutiny committee.

Suggested competencies to consider for co-opted members

Please note that these competencies have been provided to assist councils develop their own individual arrangements to co-option and should not be considered as prescriptive or exhaustive.

Essential

Co-opted members should:

- Be able to contribute to the work of the Scrutiny Committee as a whole in terms of debate, local knowledge and insight into issues of local concern;
- Have a working knowledge and/or experience in the subject matter intended to be investigated.

AND/OR

Co-opted members should:

- Have experience of working with local communities and or other agencies;
- Be a good communicator;

- Be committed to the values of accountability, probity, openness and equality of opportunity;
- Be available to attend committee meetings and possibly Task and Finish Group meetings;
- Have the ability to understand complex issues;
- Live or work in the county borough.

Desirable

- Have experience of serving the local community in or in partnership with local government or some other public sector organisation in a similar capacity.
- Have experience of working with locally elected councillors.
- Be able to offer relevant specialist skills, experience or knowledge relevant to the work of the Overview and Scrutiny Committee.
- Be supported by one or more community organisations or service user groups within the borough.