

**SCRUTINY OFFICER**

**Date issued:** March 2023

**Post No:** CS 23004

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**Job Title:** Scrutiny Officer

**Service/Unit Area:** Democratic Services

**Grade:** 8

**Hours:** Part Time (17 hours)

**Responsible to:**

Committee, Member and Scrutiny Manager
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**Responsible for:**

Not applicable
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**Contacts:**

Regular contact with the Chair and Vice Chair of Scrutiny Committee/ Sub Groups/Task and Finish Groups, Directors, Officers at all levels, Councillors, members of the public and representatives from external organisations. Peers county-wide
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**Job Summary:**

To deliver a comprehensive, high-quality, efficient support and advice service in relation to the effective discharge of the Council's Overview and Scrutiny function. To act as the lead Scrutiny Officer.
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**Key Responsibilities:**

**1 Principal Responsibilities**

- To be the lead Scrutiny Officer for the Council for the delivery of an effective overview and scrutiny service.
- To research and provide independent and impartial policy advice and guidance on issues which the Overview and Scrutiny Committee may from time to time require in accordance with its agreed work programme.
- To work closely with the Chair, Members and others involved in scrutinising the Council's activities and those of other organisations.
- To be an active member of the Committee, Member and Scrutiny Team and to contribute towards the objectives of that team in accordance with the Service Plan and Action Plan.

## Specific Duties

- To work with the Chair and Vice Chair of the Overview and Scrutiny Committee, the Committee, Member and Scrutiny Manager and others to ensure the continuing development and improvement of the Council's Scrutiny function.
- To manage, attend and support meetings (through collation and research as required) the Council's Scrutiny Committees, or any other relevant Committees (related to the Scrutiny function), as maybe established from time to time including agenda setting meetings, Chair Briefings, Working Group/Task and Finish Group meetings etc. Capturing outcomes/actions and producing as well as presenting Scrutiny Reports with the assistance of the Committee, Member and Scrutiny Officers.
- To coordinate the Scrutiny Work Programme.
- To network at local, regional and national level with other organisations undertaking scrutiny, report back on best practice and develop the council's scrutiny function.
- To research and provide independent and impartial policy advice in areas subject to consideration by the Council's Scrutiny Committee and Sub Groups.
- To secure the contributions of appropriate officers, witnesses and others
- To be responsible for specific areas of investigation on a project basis on behalf of Scrutiny Committee and Sub Groups/Task and Finish Groups.
- To produce reports on reviews carried out by the Scrutiny committee and its Sub Groups, review Panels and Task and Finish groups.
- To lead and co-ordinate support for the council's agreed joint topic groups and panels.
- To assist in the development and provision of an ongoing training programme for Members including the Scrutiny Committee Members.
- To promote wider understanding of the Council's scrutiny function through effective communication with Members, officers, stakeholders and the press using all media including maintaining the respective area of the Council's web site.
- To prepare the Overview and Scrutiny Annual Report in partnership with the Chair of Overview and Scrutiny for presentation to Full Council.
- To assist with other reports required to be written by the Chair of Overview and Scrutiny, as and when these are required (e.g. a Call to Account report).
- To support the work of the Committee, Member and Scrutiny Manager.
- To monitor the Scrutiny Officer email inbox and respond to enquiries and initiatives by the Centre for Governance and Scrutiny as required.

## 2 Staff Management

None.

### **3 Service Management**

- 3.1 To review and develop the services for which the post holder is responsible and manage to change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of value for money and the relevant performance management and inspection regimes.
- 3.2 To ensure the service meets the Council's Customer First Standards.
- 3.3 To actively promote the service in order to raise the profile of the Council and demonstrate its value to residents and customers.

### **4 Financial Responsibilities**

To adhere to Financial Regulations and Contract Procurement Rules.

### **5 Other Responsibilities**

- 5.1. To work flexibly and attend Scrutiny related evening meetings of the Council as directed or required. These are likely to be based at the Council's offices however, maybe located elsewhere dependent on topic or community link.
- 5.2. To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.
- 5.3. To comply with all relevant legislation to ensure effectiveness in the role.
- 5.4. To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.
- 5.5. To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.
- 5.6. The job holder has a personal responsibility, whilst at work, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors and members of the public.
- 5.7. To identify and undertake any training or development requirements, with a view to building personal development and delivering continuous improvement to the Council's Overview and Scrutiny Service.
- 5.8. To be aware of and work in accordance with the councils safeguarding policies and procedures to safeguard and promote the welfare of children and adults at risk, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 5.9. To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

### **6 Political Restriction**

- 6.1 This post is subject to political restriction, which is divided into two categories and relates to the post holder duties, thus:

