

The Role of Scrutiny Panel Lead Members

Scrutiny Panel Lead Members are responsible for leading a Scrutiny Panel and ensuring the Panel is looking at appropriate issues, set out below is a summary of the key responsibilities of the role:

- To attend and contribute to the work of the OSMC.
- To lead and chair meetings of the allocated scrutiny panel and the development of the panel work programme.
- To hold regular briefings with Strategic Directors and Cabinet portfolio holders to understand the priority areas of work in the portfolio and look forward to identify potential work programme issues.
- Using documentation such as the Strategic Forward Plan, the forward plan of decisions and current performance information, to identify potential work programme issues.
- To lead the panel in prioritising pieces of work to be included in the work programme. Ensuring work is scoped out and prepared so all panel members and witnesses are clear about the focus.
- To report back to the Overview and Scrutiny Management Committee on the panel work programme, ensuring that the OSMC signs off any terms of reference for in depth pieces of Scrutiny work

Note: Press releases and interviews should always be discussed with and approved by the Chair of Scrutiny. There will be times when it is more appropriate for a Lead Member to talk about an issue with the press but this needs to be agreed with the Chair of Scrutiny first.