

Chair of Overview and Scrutiny Committee

- Chair of Annual Meeting, Joint Budget Meeting and Quarterly Committee meetings
- Vice Chair of Scrutiny Steering Group
- Set the agenda for committee meetings, taking advice from officers and committee members
- Monitor progress against the Overview and Scrutiny work programme
- Participate in reviews, task and finish groups and other work programme activities. This may include Charing responsibilities, if required
- Consider and develop future work programme ideas, taking advice from officers and committee members
- Identify priority areas for consideration in-year, taking advice from officers and committee members

Vice Chair of Overview and Scrutiny Committee

- Chair of Scrutiny Steering Group
- Set the agenda for Scrutiny Steering Group meetings, taking advice from officers, the Chair and committee members
- Assist the Chair in setting the agenda for committee meetings
- Chair the Annual Meeting, Joint Budget Meeting and Quarterly Committee meetings, if the usual Chair is absent
- Participate in reviews, task and finish groups and other work programme activities. This may include Charing responsibilities, if required
- Assist the Chair in considering and developing future work programme ideas

Overview and Scrutiny Committee members

- Participate in debate at the Annual Meeting, Joint Budget Meeting and Quarterly Committee meetings
- Participate in debate at Scrutiny Steering Group meetings
- Participate in task and finish groups, reviews and other work programme activities. This may include Charing responsibilities, if required
- Submit future work programme ideas and identify potential areas of interest for consideration