## **Scrutiny Rapporteur - Job Description**

## Appointed by the Overview and Scrutiny Committee, a scrutiny rapporteur will report back to the committee on work going on in their specified areas.

Aim of the Role:

- Gain an understanding of activity taking place.
- Identify and report back to the O&S Committee on risks relating to this activity.
- Assist the Committee in identifying its work priorities in relation to their area of enquiry: highlighting areas of concern and contributing to discussions concerning the value that O&S may add to the issue by undertaking further scrutiny.

Reporting Process:

- Rapporteurs will engage with the appointed thematic committee on behalf of the O&S Committee; this may mean holding informal sessions with the Chair for the Committee; Executive Director for the Thematic Committee or other relevant officers.
- Rapporteurs can attend Thematic Committee meetings (held bi-monthly) to observe the meeting and submit questions.
- Consult with the O&S Committee Chair to determine whether any recommendations are required.
- Provide updates to the O&S Committee on any areas identified for scrutiny work and flag any future areas by considering the Forward Plan.

This work will be member-led with some support from the Statutory Scrutiny Officer.

Rapporteurs to make links with relevant officers and Chair of Thematic Committee to discuss upcoming items on agenda. Rapporteurs to review thematic committee papers and submit questions if required to relevant Thematic Committee.

Rapporteur to observe Thematic Committee meeting and ask questions if submitted. Rapporteur to provide verbal update under standing item at each O&S meeting for consideration on whether further O&S is required.

Rapporteur to act on any comments provided by O&S and feedback to relevant Chair & Executive Director.

Capacity Requirements:

- Virtual or physical attendance at Thematic Committee meetings as well as any additional informal meetings required with relevant officers.
- Research and reading of materials for the relevant Thematic Committee.
- Presenting feedback to the O&S Committee and making any recommendations for further work.

It is estimated that an extra 5-6 hours on member time would be required on a bi-monthly basis. Please note that should the rapporteur wish to undertake a review/deep dive into a specific topic that there would then be a further impact on the time required by the role.