

APPENDIX 1

Rapporteur Roles within the Overview & Scrutiny Committee will be appointed at the Overview & Scrutiny Committee (OSC). These roles will act as the OSC leads for Rapporteur themes as agreed by the OSC, these roles can cover:

- Combined Authority Thematic Committees
- Combined Authority Board Portfolio Positions
- Identified key strategy
- Identified key topics

Where these roles apply to Combined Authority Committees it is proposed that those roles include the following:

Rapporteur: Thematic Committees – Role Description

To scrutinise decisions

- Engaging and cooperating with the Thematic Committee on behalf of OSC
- Reviewing the Forward Plan, agendas and reports of the Thematic Committee, identifying issues which require further scrutiny
- Formulating draft wording for questions to the relevant Thematic Committee, seeking the agreement of the Chair of OSC, where possible
- Questioning the relevant Thematic Committee on behalf of OSC, allowing questions to be submitted in writing and for written responses
- In consultation with the Chair of OSC, consideration of recommendations required in relation to decisions of the relevant Thematic Committee
- Making reports or recommendations to OSC regarding decisions made by the relevant Thematic Committee
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Liaising with officers of the Combined Authority, in order to obtain specific advice on projects considered by the relevant Thematic Committee

The Role Description for wider Rapporteur roles will be presented to the OSC for consideration as and when required. These wider Rapporteur roles should provide an opportunity for O&S members to gain information in an informal capacity, ensuring they are equipped with all necessary information to allow them to undertake scrutiny work in a timely way.

One or two members could act as Rapporteurs to investigate a particular issue on behalf of the wider Committee and report back their findings. Such a role would involve:

- Being tasked to carry out specific work, meeting by meeting, by the OSC– so rather than having a general roving brief they will work to answer a specific research question, challenge or issue, meeting by meeting, and then report back formally;
- Being tasked to make links with specific and relevant CA Board members and CA Officers to gain information on an informal basis that will contribute to wider OSC discussions.
- To lead discussion / questioning on the matter for which they hold responsibility in OSC meetings (with the consent of the Chair);
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Be accountable to the Chair in respect of all of the above.