



OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM No: 6
27 January 2020	PUBLIC REPORT

LEAD MEMBER ROLE DESCRIPTION

PURPOSE

- 1.1. At its meeting on 28th October 2019 the Overview and Scrutiny Committee accepted recommendations for the appointment of lead Members for each Executive Committee of the Combined Authority. A role description has been created to assist lead Members when conducting this role.
- 1.2. This report invites the Committee to review the proposed lead Member role description and adopt it.

<u>RECOMMENDATION</u>	
Lead Officer:	Rochelle White, Deputy Monitoring Officer
The Overview and Scrutiny Committee are recommended to: (a) Review the proposed lead Member role description and adopt it [See appendix 1 to this report]	

2.0 BACKGROUND

- 2.1. New Governance arrangements for the Combined Authority, implemented on 1 November 2019, include three Executive Committees, Skills, Housing & Communities and Transport & Infrastructure. Decision making is now allocated between the Combined Authority Board and the Executives Committees. With the new arrangements, revised measures for the work of the Overview and Scrutiny Committee have been implemented to ensure that decisions of the Executive Committees are also scrutinised.
- 2.2. At its meeting on 28th October 2019, the recommendation for appointed members from the Overview and Scrutiny Committee to lead in respect of the work of each Executive Committee was adopted. This approach is to allow for scrutiny of the work and decisions of the Executive Committees.

- 2.3. The remit of the lead Member role involves reviewing the Forward Plan in relation to the Executive Committee together with the published agendas and reports with a view to identifying issues which might warrant further scrutiny, the asking of questions on behalf of the Committee at meetings of the relevant Executive Committee and potentially identifying decisions which would warrant the exercise of call-in powers.
- 2.4. At the October meeting, it was resolved that the lead Members for Executive Committees are to be: Cllr Coles – Skills Executive Committee, shadowed by Cllr Miscandlon; Cllr Murphy – Housing & Communities Executive Committee; Cllr Sharp – Transport & Infrastructure Executive Committee.
- 2.5. To enable the lead Members to effectively carry out their role, a clear appreciation of the role requirements is needed. The lead Member role description sets out such requirements including the purpose, criteria and description of the role. The role description provides a clear set of responsibilities that act as a guide which will enable lead Members to effectively conduct their role and assess what steps may be required.

PROCESS OF QUESTIONING

- 2.6. The lead Member of the relevant Executive Committee will draft questions which will be approved by the Chair of Overview and Scrutiny Committee, in advance of the scheduled Executive Committee meeting. Final questions will be sent to the Chair of the relevant Executive Committee, in advance of the meeting so that written responses can be formulated. Draft questions should be provided in good time to allow for approval by the Chair of Overview and Scrutiny Committee, sending to the Chair of the Executive Committee and drafting of written responses, all prior to the Executive Committee meeting taking place.
- 2.7. The lead Member will attend the Executive Committee to ask the questions in person during public questions. Alternatively, the questions may be asked by officers if the lead Member is unable to attend. Written responses will be presented by the Chair of the Executive, also at the meeting.

3.0 FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications.

4.0 LEGAL IMPLICATIONS

- 4.1. Effective scrutiny of decisions made by the Executive Committees is a key component of good governance. By clarifying the requirements of the role, lead Members are empowered to understand what is expected of them and consequently effectively scrutinise the work of the Executive Committees.

5.0 APPENDICES

- 5.1. Appendix 1 - Lead Member Role Description