

## APPENDIX 1

### Lead Members & Rapporteurs – Role Descriptions

The role descriptions for Lead Members for the Executive Committee, Business Board, other Lead Member Roles and the rapporteur roles are detailed below:

#### Lead Members – Executive Committees – Role Description

To scrutinise decisions

- Reviewing the Forward Plan, agendas and reports of the Executive Committee, identifying issues which require further scrutiny
- Formulating draft wording for questions to the relevant Executive Committee, seeking the agreement of the Chair of O&S, where possible
- Questioning the relevant Executive Committee on behalf of O&S, allowing questions to be submitted in writing and for written responses
- In consultation with the Chair of O&S, consideration of recommendations required in relation to decisions of the relevant Executive Committee
- Making reports or recommendations to O&S regarding decisions made by the relevant Executive 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 Executive Committee

#### Lead Member Climate Change

To scrutinise decisions

- Reviewing the Forward Plan, agendas and reports of the Executive Committee and the CA Board identifying issues which require further scrutiny in regard to Climate Change.
- Formulating draft wording for questions to the CA Board or Executive Committee, seeking the agreement of the Chair of O&S, where possible.
- In consultation with the Chair of O&S, consideration of recommendations required in relation to decisions of the CA Board or Executive Committee
- Making reports or recommendations to O&S regarding decisions made by the CA Board and Executive Committees.
- 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.

#### Business Board Lead Member Role Description

- Reviewing the Forward Plan, agendas, minutes and reports of the Business Board
- Attending meetings of the Business Board as an observer
- Attending interview panels for Senior Business Board appointments, including Private Sectors Members and Senior Officers
- Attending the Dragons Den (EAP) sessions as an observer
- Reviewing and scrutinising decisions recommended by the Business Board, to the Combined Authority Board
- Liaising with the Chair of the Business Board and officers, to obtain a better understanding of projects
- Reporting findings back to the O&S Committee and Business Board.

## Rapporteur Role Description

Rapporteurs 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 will investigate a particular issue on behalf of the wider Committee and report back their findings.

- Be tasked to carry out specific work, meeting by meeting, by the committee – so rather than having a general roving brief like the lead members a rapporteur will work to answer a specific research question, challenge or issue, meeting by meeting, and then report back formally;
- rapporteur will make links with specific and relevant CA Board members and CA Officers to gain information on an informal basis that will contribute to wider O&S Committee discussions.
- Lead discussion / questioning on the matter for which they hold responsibility in committee meetings (with the consent of the Chair);
- Be generally self-servicing (i.e. not requiring additional officer support to carry out their role);
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Be accountable to the Chair in respect of all of the above.