

**The role and responsibilities of becoming an Overview and Scrutiny working group chair.**

**The role of a chair of an Overview and Scrutiny working group is to:**

- Provide leadership and direction for the Overview and Scrutiny working group within the remit set by the Overview and Scrutiny Committee, and to chair meetings to ensure that the group operates within the terms of reference.

**Key duties and responsibilities**

The key duties and responsibilities of a Chair of an Overview and Scrutiny working group are to:

- Chair the meetings ensuring effective contributions from each working group member
- Preside over the agenda setting process
- Maintain an overview of the work of the working group in order to ensure effective coordination and progress
- Co-ordinate and manage working group members to undertake review group work and assigned tasks if required
- Report to the Overview and Scrutiny Committee on the work and progress of the working group
- Encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in the review process
- Maintain political objectivity and impartiality whilst undertaking this role
- Lead on the development of recommendations to Cabinet
- Present the recommendations to Cabinet.

**Key skills and knowledge**

The key skills and knowledge required to be a Chair of an Overview and Scrutiny working group are:

- Good leadership skills
- Advanced chairing skills
- The ability to build effective relationships within and outside the Council
- Good listening and questioning skills
- A high standard of communications skills
- The ability to obtain and weigh up evidence and make recommendations based on that evidence.