

## **TOPIC GROUP CHAIRS**

### **1. Role**

- 1.1 With the assistance of the Scrutiny Officer, the Chairs of the 4 generic Topic Groups will, as directed by the Scrutiny Overview Committee, undertake specific scrutiny and value for money studies in detail.
- 1.2 Topic Group Chairs will direct the Scrutiny Members who have agreed to take part in each individual review by scoping the extent of the review and completing the Scrutiny Template. Whilst scoping and templating the review the Chair will help the Topic Group identify potential witnesses and whether any site visits are required.
- 1.3 Topic Group Chairs will verbally update the Scrutiny Overview Committee on the progress of the Topic Group at each Scrutiny Overview Committee meeting.
- 1.4 Topic Group Chairs may call Chief and Senior Officers and Executive Members to help them carry out their reviews and answer questions.
- 1.5 Topic Group Chairs do not have any individual powers to take decisions but they should direct the Topic Group in its consideration of the issues and when their review is complete submit a report to the Scrutiny Overview Committee, which will consider the report and decide whether or not to make any recommendations to the Executive or Council.

### **2. Skills**

- 2.1 Ability to identify the specific issues that need to be scrutinised by the Topic Group when scoping the review.
- 2.2 Encouraging other Scrutiny Members to make contributions.
- 2.3 When necessary making the final decision for the Topic Group on focus and direction of its studies.
- 2.4 Ability to report orally on the progress of the review at meetings of the Scrutiny Overview Committee.
- 2.5 When necessary, direct the questioning of witnesses at Topic Group meetings.

### **3. Allocation of work**

- 3.1 The allocation of work to Chairs will be made by SOC on a “taxi rank” basis to ensure that no one Chair has more than one Topic Group meeting at any one time.