

Role Profile – Chair of Health Scrutiny Sub-Committee

Each individual will approach the role of Health Scrutiny Chair differently; therefore, this profile is intended to provide an overview of the purpose, role and responsibilities of a Health Scrutiny Chair rather than act as a definitive guide.

Purpose/role:

1. To be an advocate for the role of the Scrutiny Sub-Committee within the Council and promote public engagement and participation in scrutiny.
2. To Chair formal and informal meetings of the Sub-Committee.
3. To be the primary point of contact for officers with regard to the Sub-Committee.
4. To provide leadership on the Sub-Committee work programme.
5. To make learning and development opportunities available for all Members of the Committee.
6. To be the primary spokesperson for the Committee and respond to public questions and petitions on behalf of the Committee.
7. To develop effective working relationships with the Chair of the Adult Health and Social Care Policy Committee and the Chair of the Education, Children and Families Policy Committee, and ensure that the Sub-Committee fulfils its role on behalf of the Council to hold local health services to account by acting as a critical friend.
8. To communicate regularly with external organisations and partners.
9. To represent the Council on the South Yorkshire, Derbyshire and Nottinghamshire Joint Health Overview and Scrutiny Committee.

Responsibilities:

1. Convene and Chair formal and informal meetings of the Sub-Committee (except where the Chair is delegated to another Sub-Committee Member) ensuring that all participants have an opportunity to contribute, that agendas are managed effectively and that meetings are conducted fairly and efficiently, following the meeting procedures set out in the Council's Constitution.
2. Lead investigations into areas identified for scrutiny review, demonstrating an objective and evidence-based approach to overview and scrutiny and ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives.
3. Attend regular informal meetings with officers and external partners to inform the Sub-Committee's work programme and keep informed of issues within the Sub-Committee's remit to support the ongoing development of the Sub-Committee's work programme.
4. In collaboration with officers and Sub-Committee Members, formulate the Sub-Committee's work programme and ensure that items are scheduled efficiently, fully scoped, prioritised and reflective of public opinion, and that scrutiny recommendations are monitored to evaluate the impact and added value of scrutiny activity.

5. Ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation.
6. Inform the Deputy Chair on matters within the Sub-Committee's remit to enable them to effectively deputise for the Chair when required.
7. Oversee the preparations ahead of meetings, in collaboration with officers, including identifying and inviting additional attendees, ensuring that documents are published and circulated promptly, and discussing and agreeing changes to the meeting format, location or room set up.
8. Attend meetings of the South Yorkshire, Derbyshire and Nottinghamshire Joint Health Overview and Scrutiny Committee as Sheffield City Council's representative and act as liaison between the Joint Committee and the Council's Scrutiny Sub-Committee.
9. Undertake such training as may be appropriate for the role of Chair and, with support from officers, make learning and development opportunities available for all Members of the Sub-Committee.
10. Establish effective working relationships with the Deputy Chair, Group Spokespersons and key officers.
11. Lead by example by promoting the standards in the Councillor Code of Conduct, the Council's equality policies and the Council's values.

Skills:

The skills listed below will support a Health Scrutiny Chair to fulfil the above responsibilities and are used to inform the Member Development priorities and programme. Learning opportunities can be provided to support Councillors who wish to develop these skills.

Core skills description	Skills required
Actively encourage the involvement of others and work collaboratively to achieve consensus.	Active Listening, Diplomacy and Tact, Negotiation, Emotional Intelligence, Conflict Resolution, Objectivity, Questioning
Ability to develop and monitor the implementation of work programmes.	Project Management, Communication, Time Management, Analytical, Decision Making, Performance Management
Lead investigations including scoping out the review topic, overseeing research and investigations, developing recommendations and monitoring the outcomes.	Presentation, Leadership, Team Working, Diplomacy and Tact, Analytical, Project Management, Decision Making, Communication, Performance Management
Effective leadership and chairing skills.	Leadership, Assertiveness, Communication, Diplomacy and Tact, Facilitation, Adaptability, Empathy

Supporting skills description	
Effective communication.	Communication, Media, Presentation, Interpersonal
Ability to influence and work constructively with Members, officers, the public and outside organisations.	Leadership, Assertiveness, Empathy, Negotiation, Diplomacy and Tact
Effective time management around meetings.	Time Management, Organisational, Preparation, Project Management, Resource Management

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