

## IPP GROUP CHAIR RESPONSIBILITIES

This is the most significant scrutiny event on our work programme.

To ensure the smooth running of the group previous experience suggests the following is helpful

- Encourage the group to have read the relevant portfolio papers **in advance** of the meeting
- Encourage the group to debate the issues
- Ensure that all members are actively engaged
- Members can ask additional questions; however, please remember that your focus should be on the portfolio you are scrutinising, other groups will address different areas of the Authority's work
- If you believe a theme has been fully addressed you don't need to explore it further
- Encourage members to keep questions brief and to the point. Long questions often let witnesses off the hook and you can be taken down an irrelevant, if interesting, by-way
- Concentrate on those areas where the evidence is sketchy or less convincing
- The focus is strategic not local. If you believe a member question is too parochial ask them to address it outside the meeting
- You will be identifying
  - Suggestions to Cabinet
  - proposals for future scrutiny
  - Information Requests
- You are not expected to provide exhaustive responses to the above. In the past some groups have identified no suggestions for Cabinet which is fine
- You will also be answering the Post Settlement adjustments to the Integrated Plan (2017-18)
- OSC Dec 2016 have identified additional areas they would like scrutiny members to explore **TBC**

## GRADUATE SUPPORT

- You will be supported by a graduate trainee
- S/he is not the Group's clerk
- Their job is to keep track of what is happening, help you manage the time and note any Suggestions to Cabinet etc.
- The graduate will forward the Group's proposed future Scrutiny, Information Requests and Suggestions to Cabinet to the scrutiny officers to inform the draft report which OSC will debate on the 2 Feb. 2017
- When the IPP papers are published the graduate will identify any themes, inconsistencies or areas for further consideration. It is recommended that you share this with your group in advance of the meeting. You should agree key lines of enquiry, who will lead and any additional questions
- It is helpful to meet your graduate and agree your preferred approach.

## BRIEFINGS

## **IPP GROUP CHAIR RESPONSIBILITIES**

- 20 Dec 2016 OSC IIP update from Director of Resources and the Executive Member
- 18 Jan 2017
  - Graduate, IPP Group Chair, Executive Member briefing