Gallenda (Bankalan)

Chairing Scrutiny

Wednesday 20 September 2006

23 Jun 96

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Venue:

Birmingham

Convenor:

Colin Copus

Chairing an overview and scrutiny committee, or any other overview and scrutiny event, is not like chairing an old style council committee. Nor is it like chairing a business meeting, or, for that matter chairing a meeting of a political party. Scrutiny chairs require an entirely new set of skills and expertise to meet the new setting that is an overview and scrutiny event and to meet the demands of those events. The seminar will explore the skill requirements of overview and scrutiny chairs and set out a practical plan for the development of those skills. It will also examine what scrutiny chairs need to do before, during and after scrutiny events. The seminar will consider:

- skill requirements and a practical plan for developing those skills
- planning, running and progressing a scrutiny event
- identifying sources of evidence
- encouraging investigation and evidence collection and assessment
- stimulating deliberation and exploration
- working with people outside the council
- the political process of a scrutiny event
- the party political dimension

Dr Colin Copus is a senior lecturer in local politics at the Institute of Local Government Studies. He was one of the joint authors of the ODPM publication: *The Development of Overview and Scrutiny in Local Government*.







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Susan Platt

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Programme

Chairing scrutiny is different from chairing traditional service committees – putting even experienced service chairs at a disadvantage. The seminar will explore the skills required to support good scrutiny and why scrutiny makes new demands on members when it comes to chairing meetings and events.

Aims

- To explore the skills of chairing scrutiny
- To look at how style and approach is influenced by the chairman
- To link chairing styles to scrutiny topics
- To practice chairing skills
- 09.30 Coffee and registration
- 10.00 Introductions
- 10.15 The role of the chair in the success of scrutiny
- 10.45 Group exercises: Exploring effective chairing (with feedback session)
- 11.35 Planning an investigation focusing on the chair's role before, during and after scrutiny, including the part played by the chair in relation to the Executive
- 12.35 Lunch
- 13.30 The chair's role in scene setting, introducing witnesses, supporting lines of questioning and drawing conclusions (including group exercise)
- 14.30 Developing chairing competence. Using examples of working relationships between members and officers; identify personal chairing skills and areas for development (including group exercise)
- 15.30 Round table discussion
- 16.00 Seminar concludes

Fee

- □ £260 for advance payment with booking form
- £295 for payment via an invoice after the event

Cheques should be made payable to the University of Birmingham and forwarded to the Seminar Administrator at the School of Public Policy.

Bookings

Bookings are subject to availability and should be made on the attached form as soon as possible.

This information is being circulated to:

- □ Chief Executive
- □ Leader
- Personnel and Training
- Director of Corporate Services
- □ Head of Committee Secretariat/Democratic Services
- □ Scrutiny Office

Chairing Scrutiny 20 September 2006		Seminar code: L27CXCA20	
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Surname:		Expiry Date:	
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Tick if voluntary sector organisation		Vegetarian and vegan options are available.	
Organisation address: _	-	If you have a disability and would like assistance please indicate Assistance can be given in arranging childcare facilities	
		Please tick box if you would like a copy of our current Seminar brochure	
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Email:		A booking forms a contract between the Authority and the Institute of Local Government Studies and is subject to cancellation charges at the following rates: 7-14 days before the date of the seminar 25% of fee; 1-6 days	
	Date:	hetore the date of the cominar 50% of fee: non arrival full fee. Notice of cancellation to be confirmed in	
Contact name for queries:		The Organisers reserve the right to make changes to the programme speakers or venue should this become	
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		In order to oncess your application we require a VAT No. or Charity Reg. No.	