

**CHAIRING SCRUTINY****22 May 2007****Convenor: Colin Copus****Venue: Birmingham**

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*.

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

**Programme**

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)
11.15	Coffee
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)
15.15	Tea
15.30	Round table discussion
16.00	Seminar concludes

**FEE**

- £299 (VAT exempt) for advance payment with booking form
- £350 (VAT exempt) for payment via an invoice after the event

Cheques should be made payable to the University of Birmingham and forwarded to the Seminar Administrator

If you require any further information please contact Susan Platt: telephone 0121 414 5002 or email [s.p.platt@bham.ac.uk](mailto:s.p.platt@bham.ac.uk)