

Scrutiny Review Outline

Review Topic	Role of Warwick District Council Chairman
Working Group Members	Councillors Ashford, Mrs Knight & 3 others (should we exclude previous Chairs because they will be key witnesses to provide evidence & it will improve awareness of the role by those undertaking the review)
Key Officer Contact	Amy Barnes – Senior Committee Services Officer
Officer Support	As above
Rationale	There has not been a recent review of the role of the Chairperson or of the budget allocated to this role. At present the Chairman is permitted to attend and organise events as they see appropriate and it is considered that the Council should provide direction for the Chairman on this aspect.
Purpose/Objective of Review	To clarify the purpose and role of the Chair, how to select to the role and how it can best be implemented for maximum benefit to the Council and Community. This will include a definition of the necessary experience to be considered before an individual is appointed to the role of Chairman. This would also review the allowance available to the Chairman for their work and if this set at an appropriate level to support this role. To consider if it is appropriate that the Chairman should have nominated charities that they raise money for while in office.
Scope of the Topic	Should include how the Chair is appointed, allowance for Chair and the support required for the role should be examined.
Indicators of Success	A clearly defined role for the Chairman of what is expected of them during their year in office.
Specify Evidence Sources	Article 5 of the Warwick District Council Constitution (appended) Previous Chairs and Mayors, Parish/Town Councils, Warwickshire County Councillors and the public Officers working in Civic Services & Clerks to Town Councils
Specify Witnesses/Experts	All Warwick District Councillors All Past Chairmen of Warwick District Council All parties who have invited the Chairman to an event in the last 12 months
Specify Site Visits	N/A
Consultation with Stakeholders	Community / Business Leaders
Level of Publicity	This will be determined within the final report to the Overview & Scrutiny Committee. However it is no considered necessary to publish that the review is being undertaken at this time.

Barriers/dangers/risks		<p>Political differences</p> <p>Potential for loss of role, reluctance of past Chairmen to be consulted, realisation of true costs incurred.</p> <p>Timescales – for receipt of responses considering time of year and number of parties involved.</p>	
Projected Start Date	<p>1 January 2018</p> <p>01/12/2017</p>	Draft Report Deadline	<p>Report completed by 20 February including circulated and approved by CMT.</p> <p>Scrutiny on 6 March 2017 (Agenda published 27 February)</p> <p>Report to Executive 5 April 2017</p>
Meeting Frequency	<p>Monthly - This will need to be more often to complete in such a short timescale.</p>	Projected Completion Date	Before next Chair appointed
Date to evaluate impact		April 2019.	
Methods of tracking / Evaluating		<p>These will be defined in the final report to Overview & Scrutiny Committee but could include:</p> <ul style="list-style-type: none"> • Reduced budgetary impact for delivery of service • Monitor if revised role and remit works effectively 	

ARTICLE 5 - CHAIRING THE COUNCIL

LOCAL GOVERNMENT ACT 1972 - SECTIONS 3-7
LOCAL GOVERNMENT ACT 2000 - SECTION 37 - CONSTITUTIONS
DIRECTION
PARAGRAPH 3(G)

5.01 Role and function of the Chairman

The Chairman of the Council and in their absence, the Vice-Chairman will have both a ceremonial role and that of chairing Council meetings.

The Chairman will be elected by the Council annually. The Chairman will have the following responsibilities:

1. to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
2. to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
3. to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the Executive are able to hold the Executive to account;
4. to promote public involvement in the Council's activities;
5. to be the conscience of the Council;
6. to attend such civic and ceremonial functions as the Council and they determine appropriate. The Chairman may on occasions delegate this function to their Vice Chairman, or in exceptional circumstances, another Councillor;
7. Cannot be a member of the Executive or Standards Committee; and
8. Can decide to be called Chair or Chairman during their year in office.