

# Northampton Borough Council Overview and Scrutiny



**NORTHAMPTON**  
BOROUGH COUNCIL

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### **OVERVIEW AND SCRUTINY**

#### **OFFICER SUPPORT PROTOCOL**

##### **All Officers**

All officers have a duty to support all members of the Council. In respect of Overview and Scrutiny, this could involve attending meetings, giving briefings, advising Overview and Scrutiny members and providing information.

In addition to this, the following groups of officers have specific roles to support the overview and scrutiny process:

- Chief Executive, Directors and Heads of Service
- Overview and Scrutiny Officer
- Meeting Services

##### **Senior Officers**

The role of Directors and Heads of Service is to:

- Co-ordinate officer attendance at the Overview and Scrutiny Committee meetings and Scrutiny Panels from within their teams when requested.
- Co-ordinate the preparation and submission of materials to Committees and Scrutiny Panels when requested, and within the agreed timescales.
- Support Portfolio Holders in responding to the Overview and Scrutiny Committee recommendations
- Provide briefings for Committee on issues relating to their service, as requested by members.

##### **Overview and Scrutiny Officer**

The Overview and Scrutiny Officer is a significant dedicated resource to support the work of the Overview and Scrutiny Committee, and offers Overview and Scrutiny Committee independent support that is not aligned with a service-based Department.

# Northampton Borough Council Overview and Scrutiny

The role of the Overview and Scrutiny Officer is to provide advice, guidance and support to the Council's overview and scrutiny function. In addition to direct support to Overview and Scrutiny Committee, this includes promoting the overview and scrutiny function internally and externally, and ensuring that it is operating to best effect.

The Overview and Scrutiny officer provides support to the Committee in drawing up work programmes, planning reviews, and preparing reports and recommendations. They will provide direct research support or commission professional advice / identify external witnesses as appropriate. The Overview and Scrutiny officer also:

- Supports the Committee chairmen in the setting of agendas,
- Informs senior officers of the Overview and Scrutiny Committee's work programmes and co-ordinate support from these officers, ensuring that these officers are notified as early as possible of any evidence requirements.

It is not the role of the Overview and Scrutiny Officer to provide political support to individual Members or Groups.