



1 Number of co-opted members

- 1.1 The majority of members on a scrutiny committee should be elected members of the council. The number of standing co-opted members on each committee should not exceed 50% of the total number of elected members of the committee. The exception to this is the Scrutiny Committee for Children and Young People which should have a maximum of ~~3-4~~ non-voting co-opted members, but in addition will have 4 statutory co-opted members which are set by legislation and have voting rights on educational issues (see 2.2).
- 1.2 Except for the 4 statutory co-opted members on the Scrutiny Committee for Children & Young People, who have voting rights for educational matters only, [and 3 co-opted members of the Joint Health Overview & Scrutiny Committee who currently have certain voting rights as determined by full council](#), co-opted members will not have voting rights [\(unless otherwise determined by full Council\)](#).
- 1.3 ~~The number of co-opted members on any standing scrutiny sub-group should not exceed 2.~~
- 1.4 In addition to standing co-opted members of the scrutiny committees, individuals can also be co-opted onto time limited in-depth review groups. The size of these groups differs for each review, but the number of co-opted members should not account for more than half of the membership of any review group.

2 Interests to be represented by co-opted members

- 2.1 The interests that are represented by standing co-opted members on scrutiny committees will always depend on the people that apply for the position. However, there are certain skills and knowledge that will be targeted to add value to each committee.
- 2.2 The Local Government Act 2000 sets out statutory co-opted members for the Scrutiny Committee for Children & Young People:
- 1 Primary Parent Governor
 - 1 Secondary Parent Governor. The Parent Governor posts are primarily to represent parents, rather than governors.
 - 1 Roman Catholic Diocese representative, as there are Catholic schools within the borough.

- 1 Church of England representative, as there are Church of England schools within the borough. The representative to sit on the scrutiny committee will be agreed between the Hereford and Lichfield Diocese.

- 2.3 The Scrutiny Committee for Children & Young People will have three additional co-opted members:
- 1 primary or secondary head teacher or deputy head teacher
 - 1 primary or secondary teacher
 - 1 young person from the Young People's Forum^[f2].

~~The Scrutiny Committee for Environment & Regeneration will seek co-opted members with knowledge and/or experience in any areas relating to the remit of the committee, but particularly:
The natural environment / wildlife / conservation
Regeneration
Waste minimisation and waste disposal.~~

- 2.4 The Scrutiny Committee for Health & Care will seek the following representatives:
- 1 member of the Patient & Public Involvement Forum (to be a member of the Local Involvement Network when in place)
 - 1 member of the Senior Citizen's Forum
 - 1 person with knowledge and/or experience in the NHS.

~~The Scrutiny Committee for Community & Resources will seek co-opted members with knowledge and/or experience in any areas relating to the remit of the committee, but particularly:
Equalities / community cohesion
Leisure / arts / cultural activities.~~

~~The Corporate Parenting Scrutiny Monitoring Group will continue to have two representatives from the Children & Young People's Strategic Partnership Board who can contribute their professional experience to the work of the group.~~

- 2.5 The ~~Value for Money Scrutiny Monitoring Group~~Budget & Finance Scrutiny Committee will ~~may~~ seek up to two individuals who have experience of working within a financial and/or performance monitoring setting.

~~The Campus Telford Scrutiny Monitoring Group will have no more than two co-opted members. If possible, these will be the head or deputy head teacher representative and one of the parent governor representatives from the Scrutiny Committee for Children & Young People, but if necessary, other head teacher and/or parent representatives will be sought.~~

- 2.6 The Adult Social Care Scrutiny Committee may seek up to two individuals who have experience of the care sector.

2.7 [The Co-operative & Communities Scrutiny Committee may seek up to two individuals who have experience to fill gaps identified by members of the Committee.](#)

2.8 In addition to co-opted members on the scrutiny committees and sub-groups, individuals can be co-opted onto any in-depth review group for the period of the review. In these cases, the co-opted members should have experience, knowledge or skills in the particular area of review. The elected members on each review group will decide whether they require co-opted members and who to appoint.

2.9 Co-opted members will be required to note any relevant activities that they are involved with on the Council Register of Interests. Advice will be provided on what needs to be included on this register.

3 Co-opted member role description and person specification

3.1 Overall purpose of role

You will be helping one of the Council's Scrutiny Committees to monitor the performance of Council services, and to review policy to make sure that high quality services are being delivered to Telford & Wrekin residents.

3.2 As a co-opted scrutiny member, you will be expected to:

- Regularly attend formal scrutiny meetings, which are held in the evening
- Take part in in-depth scrutiny reviews – meetings for these reviews may take part in the evening or daytime and could involve site visits, focus groups and other types of meeting
- Play an active part in meetings – asking questions, giving your views and suggesting improvements
- Bring an external view to scrutiny work, which councillors might not have, and represent the views of residents of Telford & Wrekin
- Suggest service areas or issues that scrutiny committees could investigate
- Treat witnesses with courtesy and respect the confidentiality of some of the information you might hear as a scrutiny member
- Remain non-political at all times.

3.3 Person specification – skills and experience co-opted members should have

- Experience relating to the remit of the scrutiny committee you wish to sit on. This could have been gained through your own experience of using council services in that area, through voluntary work or from being employed in a similar line of work, for example

- The ability to understand written and verbal information, to not take information at face value and use it to think of further questions
- Willing to contribute to discussions, sometimes in public meetings, by giving your views and asking questions, including on issues which might be outside of your area of interest or expertise
- The ability to ask questions and give views that reflect the interests and views of people other than yourself
- The ability to work as part of a team and develop good working relationships with people from different backgrounds
- Independent of party politics, including not having been a member of the Council in the past 4 years^[13]
- Willingness to attend training to develop your knowledge and skills
- Lives, works, or is a member of an organisation within Telford & Wrekin.

3.4 Other requirements of the role

- Co-opted members will be required to satisfactorily fulfil a Criminal Records Bureau check, ~~where as~~ they may come into contact with vulnerable children or adults, as well as financial information.
- Co-opted members will be required to sign up to the Council's Code of Conduct which sets out the standards of behaviour expected of councillors, including confidentiality agreements, and which co-opted members will also be expected to abide by.
- If you are involved in any local groups which might be considered a prejudicial interest i.e. your involvement in scrutiny of related issues could be seen to be benefiting the group you are involved with, you will have to declare these on the Register of Interests. You will be given advice on what you do and do not have to declare.

4 Advertisements

- 4.1 Advertisements for co-optees will be placed in any relevant the Council publications, 's Insight newspaper and on the Council website, through town and parish councils and other partner organisations and publications as determined by the Scrutiny Management Board at the time of the campaign., ~~as well as the Telford Journal, Newport Advertiser and Wellington News and Parish and Town Council magazines where possible. Posters will also be displayed in public spaces including libraries, Council offices, the Council for Voluntary Service, schools, parish offices and leisure centres.~~
- 4.2 Letters will be sent to each local group or organisation that a representative is sought from, asking for a nomination. The role description and person specification will be sent with the letter to enable the nominating group to select somebody who is able to fully contribute. The letter will also stress the importance of nominating

somebody who is able to attend the scheduled meetings, and these dates will be provided.

- 4.3 Recruitment activity will begin in March, to ensure that co-opted members can be appointed in time for the new municipal year.
- 4.4 Adverts and posters will ask interested parties to send an expression of interest to the scrutiny team. They will then be sent further details to enable them to decide whether to apply including:
 - Leaflet on scrutiny and the role of co-opted scrutiny members
 - Policy on arrangements for co-opted members.

5 Applications

- 5.1 Applicants will be required to fill in a short application form giving their contact details, which scrutiny committee they would like to sit on, and a short statement of around 250 words explaining why they want to be involved in scrutiny and what they can contribute to the role.
- 5.2 The applications received will be divided by scrutiny committee. The Corporate Complaints Manager will be consulted to identify any applicants who are persistent complainants to the Council. These applicants will not be excluded, but the Chairmen will need to establish whether their views will prevent them from being seen to be impartial and contributing constructively to the scrutiny process.
- 5.3 The Chairman ~~and Vice Chairman~~ of each committee will identify suitable candidates from the applications received for their committee, in consultation with the ~~Head of Audit & Scrutiny~~[Scrutiny Group Specialist](#). This will be done by assessing the application against the job description and person specification. The selected candidates will be invited to a discussion with the relevant Chairman and ~~the Head of Audit & Scrutiny~~[Scrutiny Group Specialist](#). Each Chairman will then decide which of the applicants are most suited to be appointed as a standing member of the Committee.

6 Appointment

- 6.1 The successful applicants will be contacted to arrange an induction. Those who have not been successful as standing co-opted members will be invited to join a pool of co-opted members who may be drawn upon for in-depth reviews which relate to their area of expertise.
- 6.2 Co-opted members will be appointed for a term of two years. At the end of each term of office, each scrutiny committee will ask the current co-opted members whether they wish to continue, or whether it would

be appropriate to seek alternative co-opted members. This will vary by each committee and each co-opted member. Co-opting members for a further term will mean the committee can benefit from the experience they will have built up. However, having a set term of office gives the opportunity for co-opted members to stand down if they wish to and also gives the committee the opportunity to refresh membership and seek representatives with different experiences and skills.

- 6.3 Co-opted members may terminate their membership by giving one month's notice to the ~~Head of Audit & Scrutiny~~[Scrutiny Group Specialist](#) should their circumstances change during their term of office.

7 Induction, training and ongoing support

- 7.1 Each standing co-opted member will have an individual induction once they are appointed, before they attend their first scrutiny meeting. This meeting will be held with the relevant scrutiny officer and the Chairman of the scrutiny committee which they will be joining.
- 7.2 The same scrutiny training opportunities that are available to elected members will be made available to co-opted members. This includes both in-house and external training, and may include scrutiny skills training or training which will increase knowledge in the areas within the remit of the scrutiny committee.
- 7.3 Each co-opted member will have the opportunity for a review meeting during the municipal year. This will be an opportunity to discuss performance, training and support needs and any other issues.
- 7.4 The position of co-opted member is a voluntary post, but the Council will make payments to co-opted members to cover expenses incurred whilst fulfilling their duties as a co-opted member.