



Job description	
Job title	Scrutiny and Partnership Officer
Grade	L
Directorate	Corporate Resources
Section/team	Scrutiny, Procurement and Projects
Accountable to	Scrutiny and Partnership Manager (matrix managed by Scrutiny and Partnership Co-ordinators)
Responsible for	N/A
Date reviewed	December 2021

Purpose of the Job

To provide comprehensive support, guidance and advice in connection with matters relating to the administration, management and operation of the borough's scrutiny committees, strategic partnership arrangements, Members' ethical standards framework and the Merseyside Police and Crime Panel (which is hosted by Knowsley MBC) and to facilitate the effective development and operation of processes to allow each to fulfil their specific purposes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Scrutiny Committees

To be responsible, under the general direction of the Scrutiny and Partnership Manager, for the provision of support to the Council's overview and scrutiny function, including:

- the development and improvement of the function as a whole;
- the design and delivery of designated committee's annual work programmes;
- the co-ordination of items to be considered at meetings of the respective Scrutiny Committees (four committees meeting a



minimum five times a year plus a task and finish review per committee), advising senior officers and partners on the production of relevant reports/ presentations;

- the provision of written and verbal briefings to Members to support them in their scrutiny role;
- the provision of advice, guidance and support to Members and senior officers in relation to the scoping and delivery of task and finish scrutiny reviews;
- the co-ordination of evidence gathering activity ensuring it is, recorded and its outcomes appropriately communicated;
- the drafting of task and finish review final reports and recommendations;
- the provision of appropriate support to Committee Chairpersons and Vice-Chairpersons to assist them in playing their roles effectively.

2. Strategic Partnership Governance

- To assist the Scrutiny and Partnership Co-ordinators in the development, co-ordination and operation of the borough's strategic partnership arrangements, including the Knowsley Better Together Board and the Knowsley Children and Families Board.
- Where appropriate, to provide committee administration support for specific partnership governance arrangements, including:
 - the scheduling and convening of meetings;
 - the co-ordination, compilation and publication of agendas;
 - the servicing of meetings, including the provision of procedural guidance and advice, as appropriate, to ensure compliance with the respective Board's terms of reference;
 - the provision of advice to Board Members both prior to, and at, meetings of the Panel in relation to potential conflicts of interest;
 - the preparation and publication of minutes and ensuring that discussions and decisions at meetings are accurately reflected and that appropriate action arising from such meetings is referred, actioned and monitored accordingly.

3. Merseyside Police and Crime Panel

- To be responsible, under the general direction of the Scrutiny and Partnership Manager, for the co-ordination and development of the Merseyside Police and Crime Panel's governance framework.
- To communicate and liaise with Members and partners, (specifically the Office of the Police and Crime Commissioner for Merseyside) to



ensure the effective management and administration of the Merseyside Police and Crime Panel in accordance with its statutory responsibilities and rules of procedure.

- To provide committee administration support for the Panel and any of its Sub-Committees including:
 - the scheduling and convening of meetings (minimum 6 Panel meetings per year);
 - the co-ordination, compilation and publication of agendas;
 - the servicing of meetings, including the provision of procedural guidance and advice, as appropriate, to ensure compliance with the Panel's statutory framework and rules of procedure;
 - the provision of advice to Panel Members both prior to, and at, meetings of the Panel in relation to Code of Conduct matters, and, in particular the declaration of interests;
 - the preparation and publication of minutes and ensuring that discussions and decisions at meetings are accurately reflected and that appropriate action arising from such meetings is referred, actioned and monitored accordingly.
- To support the handling of complaints against the Commissioner/ Deputy Commissioner submitted to the Panel in accordance with its agreed complaints handling policy including:
 - assisting the Monitoring and Deputy Monitoring Officer in fulfilling their specific duties in relation to complaints;
 - providing advice and guidance on the operation of the policy and compliance with relevant statutory requirements;
 - liaison and correspondence with the Commissioner's Office and complainants;
 - maintaining appropriate records and files.
- To assist with other specific responsibilities in relation to the Police and Crime Panel including:
 - the co-ordination and management of the Panel's agreed work programme;
 - the provision of relevant and effective research and briefings to assist the Panel in its work;
 - the production and publication of the Panel's reports and recommendations for referral to the Commissioner;
 - the maintenance of the Panel's web pages and the promotion of the Panel's activities.

4. Members' Ethical Standards

- To assist the Monitoring Officer and Deputy Monitoring Officer in the provision of support to the borough's ethical standards arrangements (covering the borough, parish and town councils) for



Members, including:

- updates to and maintenance of the published Members' Register of Interests; and
- advising and supporting the delivery of training to Members on their obligations under the terms of their respective Codes of Conduct with a view to ensuring those obligations are met.

5. General

- As required, to provide appropriate support to the Authority's Statutory Officers, particularly the Monitoring Officer and the Statutory Scrutiny Officer.
- To keep up to date with national and local developments, including legislation, statutory regulations and guidance relating to overview and scrutiny functions, strategic partnership arrangements, Members' ethical standards and the governance of policing, to facilitate the continuous improvement of these areas of governance.
- To deputise for the Scrutiny and Partnership Manager and/ or Scrutiny and Partnership Co-ordinators, as appropriate.
- To ensure that the Council's equal opportunities policies are applied and maintained within the service.
- To carry out such other duties as may be directed by the Scrutiny and Partnership Manager and/ or Scrutiny and Partnership Co-ordinators, as appropriate.

Health and Safety

- To ensure appropriate health and safety procedures are maintained and followed within the service and at meetings.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,



- Report actual or potential security incidents.

Special Conditions

Normal hours of work will be 36 per week, but the post holder may be required to attend meetings outside normal office hours in line with the requirements of the service and in line with Council Policy.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.