

South Cambridgeshire District Council

Job Description – Portfolio Monitor

Scrutiny aims to improve the delivery of public services through providing critical but constructive challenge to the Cabinet and other organisations on issues of public concern, by acting as a community leader and championing the concerns of the public.

External inspectors have praised our system of Cabinet monitors as an example of good practice. The monitor acts as a bridge between the Scrutiny and Overview Committee and the Cabinet, promoting constructive dialogue and supporting effective scrutiny that adds value to the work of the Cabinet.

Roles, Responsibilities, and Expectations of Monitors

1. Attend all public meetings of the relevant Portfolio Holder.
2. Prepare effectively for meetings by reading all the relevant papers in advance so as to fully understand key issues.
3. Effectively and objectively question the Portfolio Holder, officers and other individuals at the meeting.
4. Consider whether Portfolio Holder meetings effectively:
 - review service performance against stated strategies, targets and aspirations
 - identify areas of weaknesses in Council services and policies
 - identify potential efficiency savings that are consistent with stated strategies, targets and aspirations
5. Working with the Portfolio Holder, identify any issues where scrutiny might usefully add value and report these to the next meeting of the Scrutiny and Overview Committee.
6. Inform the Portfolio Holder of any current or proposed scrutiny activities which relate to the portfolio.
7. Develop a professional ‘critical friend’ relationship with the Portfolio Holder, based on trust and mutual respect.