



**CONFIDENTIAL**

## SCRUTINY COMMITTEE CO-OPTED MEMBER APPLICATION FORM

### 1. Personal Details:

Title: Please <input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other <input type="checkbox"/>
Other Title (please specify) .....
Full Name:
Address: ..... ..... .....
Postcode.....
E-Mail:
Telephone Numbers: Daytime: Evening: Mobile:
Please state your preferred method of contact:
Occupation (if any):

**2. Preferences:**

**On which Scrutiny Committee are you applying to become a Co-opted Member?**

☐ Governance, Performance, Business Change, and Corporate Services Scrutiny Committee

☐ Neighbourhood Services, Planning and Countryside Scrutiny Committee

☐ Learning and LAESCYP Scrutiny Committee  
(LAESCYP =Local Authority Education Services for Children and Young People)

☐ Social Services Scrutiny Committee

☐ Regeneration and Public Protection Scrutiny Committee

**3. Experience / Skills**

**Please give details of your experience / career / background etc. with particular reference to the Committee you are applying to join. (Please refer to the attached role description when completing this section)**

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**How do you think your membership will benefit the Council and the Community of the County Borough of Merthyr Tydfil.**

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***(Please continue on a separate sheet if necessary)***

**Conduct:**

Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the Merthyr Tydfil County Borough Council into disrepute, or call into question your integrity, authority or standing as a co-opted member? If yes, please give details.

Please tick either Yes or No below

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, please give details (this may not affect the success of your application).

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Signature.....

Date.....

Please return the completed form signed and dated to:

Merthyr Tydfil County Borough Council,  
Democratic Services Department,  
Civic Centre,  
Castle Street,  
Merthyr Tydfil,  
CF47 8AN

## Equality Monitoring Questions

The information in this section will not form part of the recruitment process and will be separated from your application form upon receipt. The information provided will be used for monitoring purposes and to help us to develop our policies and practice. The information provided will be treated confidentially and be subject to the provisions under current equality and data protection legislation. By answering the questions you will help us to make sure that our recruitment is fair and accessible to everyone.

<b>Gender</b> What is your gender?		<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Age</b> Which age category are you in?			<input type="checkbox"/> under 18
<input type="checkbox"/> 18-19	<input type="checkbox"/> 20-29	<input type="checkbox"/> 30-39	<input type="checkbox"/> 40-49
<input type="checkbox"/> 50-64	<input type="checkbox"/> 65-74	<input type="checkbox"/> 75-84	<input type="checkbox"/> 85 +
<b>Disability.</b> Do you consider yourself to be a disabled person or to have a long-term, limiting condition? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Ethnicity.</b> What is your ethnic group? Please choose one section from A – E, and then tick one box to best describe your ethnic group or background.			
<b>A White</b>  <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British  <input type="checkbox"/> Irish  <input type="checkbox"/> Gypsy or Irish Traveller  Any other White background (please write in)		<b>B Mixed/multiple ethnic groups</b>  <input type="checkbox"/> White and Black Caribbean  <input type="checkbox"/> White and Black African  <input type="checkbox"/> White and Asian  <input type="checkbox"/> Any other Mixed/multiple ethnic background (please write in)	
<b>C Asian</b>  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Bangladeshi  <input type="checkbox"/> Indian  <input type="checkbox"/> Chinese  <input type="checkbox"/> Any other Asian background, (please write in)		<b>D Black / African/ Caribbean / Black British</b>  <input type="checkbox"/> African  <input type="checkbox"/> Caribbean  <input type="checkbox"/> Any other Black/African/Caribbean background (please write in)	
<b>E Other ethnic group</b>  <input type="checkbox"/> Arab  <input type="checkbox"/> Any other ethnic group (please write in)			



## Role Description and other information for Scrutiny Co-opted Members

As a general rule scrutiny co-opted members should be able to:

*Represent the interests of the population that receive services provided by or commissioned by public service providers; and/or,*

*Contribute expert knowledge or skills that will lead to a rigorous and objective scrutiny of the issues under review; and/or,*

*Live or work in the county borough area.*

### 1.1 **Key roles**

- To act as a non-party-political voice for those who live and/or work in the County Borough of Merthyr Tydfil
- To bring specialist knowledge and/or skills to the scrutiny process and/or to bring an element of external challenge by representing the public.
- To take an interest in, attend and contribute to the Committees or Task & Finish Groups to which you are appointed.
- To establish good relations with other members, officers and co-optees.
- To abide by the relevant sections of the Council's Constitution in terms of the rules and procedures for Scrutiny, Committee proceedings and the Code of Conduct.
- At all times seek to promote awareness, understanding and interest in the work of Scrutiny.

### 1.2 **What will you be expected to do as a Co-optee?**

- Attend formal meetings of the Committee to which you have been appointed.
- Attend additional meetings and evidence gathering sessions such as site visits and Task Groups.

- Prepare for each meeting by reading the agenda papers and additional information to familiarise yourself with the issue under scrutiny. Prior to the meeting consider the questions you may wish to put to Cabinet Members, Officers and external witnesses.
- At the meetings you will need to listen carefully, ask questions in a way which is non-judgemental, respect confidentiality and help the Committee to make practical suggestions for improvements in services.
- Assist in the preparation of reports and the formulation of recommendations.
- Contribute to the Council's Performance Management Framework. In particular to provide the challenge element and see services from the perspective of local people.
- Contribute to the development of the Scrutiny Work Programme.
- Attend any training and development events and other workshops to develop your understanding of the key priorities and initiatives being pursued by the Council.
- Keep abreast of the key issues for the authority and bear these in mind when scrutinising services and making recommendations for improvement.
- Contribute to achieving an open, accountable and transparent decision-making process at Merthyr Tydfil County Borough Council.

### 1.3 **Person specification - what skills and qualities do Co-optees need?**

- A keen and genuine interest in achieving improvements in public services for local people.
- The ability to work effectively within a team.
- The ability to communicate effectively and build good relations with other members and officers.
- A respect for confidentiality.
- The ability to deal with issues of a sensitive nature in a diplomatic manner.
- To respect the views of others and consider issues in a fair and non-judgemental way.
- The ability to problem-solve and look for innovative new ways of working that will achieve improvements in services.
- An interest in local government.

- An awareness of the key priorities for the County Borough and the range of agencies involved in providing services to local people (including the private and voluntary sectors).
- The need for a high degree of sensitivity and discretion.
- The requirement to attend Committee meetings, which are usually held in the afternoons.

#### 1.4 What is a Scrutiny Committee Co-opted Member?

A co-opted member is someone (other than a Councillor) who is a member of the committee and takes a full and active part in the work of the committee. Some co-optees have limited voting rights as listed in the table below.

	Voting Rights
<b>Governance, performance, Business Change, and Corporate Services Scrutiny Committee</b>	
Publically appointed (x2)	No
Voluntary Sector (x1)	No
Youth Forum Representative	No
<b>Neighbourhood Services, Planning and Countryside Scrutiny Committee</b>	
Publically appointed (x2)	No
Voluntary Sector (x1)	No
Youth Forum Representative	No
<b>Learning and LAESCYP Scrutiny Committee</b>	
Publically appointed (x2)	No
Voluntary Sector (x1)	No
Merthyr Tydfil Association of School Governors Rep (MTGA)	No
Statutory Diocese (x1)	Yes
Statutory Parent Governor (x2)	Yes
Youth Forum Representative	No
<b>Social Services Scrutiny Committee</b>	
Publically appointed (x2)	No
Voluntary Sector (x1)	No
Youth Forum representative	No
<b>Regeneration and Public Protection Scrutiny Committee</b>	
Publically appointed (x2)	No
Voluntary Sector (x1)	No
Youth Forum representative	No

Voting rights - Co-opted Members, with the exception of Statutory Education Co-optees, do not have the right to vote at Committee meetings. The Statutory



Education Co-optees on the Learning & LAESCYP Scrutiny Committee have voting rights in relation to education matters only.

#### 1.5 **What is expected of a co-opted member?**

- a) Before taking up your appointment as a co-optee you will need to sign up to the Council's Members' **Code of Conduct**.
- b) You will also need to complete a **Register of Interests** form.
- c) All co-opted members must abide by the **Council's Constitution** in terms of rules and procedures for Scrutiny Committee proceedings.
- e) With regard to the work of your Scrutiny Committee it is expected that you will:-
  - Prepare in advance of the meeting, by taking part in site visits, relevant development and training and by reading published agenda and papers.
  - Contribute to the discussions of the scrutiny committee, sub committee or task and finish group on all matters.
  - Bring any specialist knowledge and/or skills to the committee.
  - Bring an element of external challenge to the Committee discussions for example, through your representational role (where applicable) and also by relating issues more as the general public will view issues.
  - Take an interest in, attend and contribute to the scrutiny committee or task and finish groups to which you volunteer.
  - Gather evidence and research appropriate to the committee's agenda.
  - Promote awareness, understanding and interest in the work of the Scrutiny Committees
  - Ask questions in order to help the committee to make practical suggestions for improvements to services.
  - Assist in the preparation of reports where appropriate.
  - When involved in review activity, to put forward evidence-based views/comments/suggestions on a given topic on the basis of knowledge or experience.

- To help establish where the organisation/community of interest/user group represented by the co-optee and the overview and scrutiny committee will work separately.
  - To be involved, or identify the right person to be involved, in scrutiny review activity if requested.
  - To report on progress and constraints with the delivery of respective work programmes, including presenting the Committee with annual reports where relevant.
  - To share good practice and organisational learning.
  - To help identify the support needed for an effective working relationship between the organisation or stakeholder group represented by the co-opted member and the relevant scrutiny committee.
- d) Where appropriate keep informed those you represent.
- e) You may need to declare a personal or prejudicial interest in specific agenda items – you will be given guidance on what this means.
- f) At committee you may raise issues for consideration for future scrutiny during discussion about the committee's forward work programme.

## 1.6 **How do you get to be a co-opted member?**

The Council currently has six types or categories of co-opted member (see 1.4 above). The election processes are different for each type of co-opted representative.

**Publically Appointed Scrutiny Co-opted Member** – Each of the five scrutiny committees has two co-optees appointed following public advert.

**Voluntary Sector Representatives** - Each of the five scrutiny committees has a Voluntary Sector representative under an arrangement with Voluntary Action Merthyr Tydfil (VAMT).

**Statutory Parent Governor Representatives** - They sit on the Learning and LAESCYP Scrutiny Committee. They are elected by parent governors under statutory arrangements and need to be a parent governor themselves.

**Statutory Diocesan representatives** – Sit on the Learning and LAESCYP Scrutiny Committee. They are appointed under statutory arrangements.

**Merthyr Tydfil Association of School Governors** – The person elected / nominated to this position is under a process administered by the Schools Directorate. They sit on the Learning and LAESCYP Scrutiny Committee.

**Merthyr Tydfil Borough Wide Youth Forum** - Each of the scrutiny committees has a Youth Forum representative under an arrangement with the Forum.

**1.7 What can a co-opted member expect of Merthyr Tydfil County Borough Council?**

a) Co-optees will be given:

- An introduction to MTCBC and how the council works.
- Information on the requirements of the Members' Code of Conduct.
- The Council's Scrutiny Guide
- Guidance on declaration of interests
- Any key documents relevant to the Scrutiny Committee.
- Committee details including terms of reference, current forward work programme, planned meeting dates, and recent committee papers.
- Advice on committee management and constitutional arrangements and the decision-making process.
- In line with legal requirements, paper copies of agendas and reports for your meeting will be sent to you at least 3 working days before the date of the meeting

b) Scrutiny Officer support is available to all scrutiny committee co-opted members in the same way as to scrutiny committee Councillors.

**1.8 Expenses reimbursement** - You are entitled to claim reimbursement of reasonable parking and travel costs you incur for attending meetings. Further details will be provided to you by the Scrutiny Officer.

**1.9 Voting Rights** - Scrutiny Co-opted members with voting rights are entitled to receive an allowance as set out by the Independent Remuneration Panel for Wales. The Scrutiny Officer will provide you with further details.