

North East Joint Transport Committee

APPOINTMENT OF AN INDEPENDENT CHAIR AND VICE-CHAIR OF ITS OVERVIEW AND SCRUTINY COMMITTEE

The Joint Transport Committee has been created jointly by the North East Combined Authority and the North of Tyne Combined Authority to discharge certain functions of the two Combined Authorities prescribed by Article 9 of the Newcastle upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018. The Joint Transport Committee also discharges additional functions delegated to it by the two Combined Authorities.

There is a duty under the Newcastle upon Tyne, North Tyneside and Northumberland Combined Authority Order 2018 to appoint an Overview and Scrutiny Committee to scrutinise the decisions taken by the Joint Transport Committee and its sub-committees. It currently has one sub-Committee with decision making authority – the JTC Tyne and Wear Sub-Committee.

The North East Joint Transport Committee wishes to appoint independent individuals to be the Chair and Vice-Chair of the Joint Transport Committee's Overview and Scrutiny Committee. These roles are created under Paragraph 3(5) of Schedule 5A of the Local Democracy Development and Construction Act 2009.

The North East Combined Authority is the accountable body and host Combined Authority for the North East Joint Transport Committee and its Chief Officers support the JTC and its committees, together with a Proper Officer for Transport.

Main Purpose – Independent Chair:

1. To chair the Overview and Scrutiny Committee and provide independent leadership.
2. To ensure the Overview and Scrutiny Committee fulfils the functions of providing review and scrutiny within the decision making structures of the Joint Transport Committee.

Main Purpose – Independent Vice-Chair:

1. To support the chair in the discharge of their roles on a day-to-day basis.

2. To act as chair and in their place during vacancies and other absences.

Key Responsibilities:

1. To chair meetings of the Overview and Scrutiny Committee (minimum 4 per year and any extraordinary meetings as required).
2. To ensure the Overview and Scrutiny Committee works effectively, with good collaboration between its members, encouraging and supporting the development of a work programme with its Members, which includes matters of strategic importance to residents of the constituent authorities and making reports with recommendations to the Joint Transport Committee.
3. To work with scrutiny members and support officers to develop the work programme, scrutiny agendas, and the management of associated business including any other activities such as consultation meetings and public evidence gathering sessions.
4. Work with Scrutiny members to develop their role in reviewing and scrutinising decisions made in connection with the discharge of any functions which are the responsibility of the Joint Transport Committee or any other decision making body or officer of the Committee.
5. To liaise with the NECA Monitoring Officer and the NECA Policy and Scrutiny Officer in respect of call-in and generally to ensure the timely and efficient management of the Overview and Scrutiny Committee's business.
6. To lead the Committee in its role of reviewing the performance of the Joint Transport Committee.
7. Together with the Committee, to scrutinise decisions, including decisions which are confidential and exempt from publication. The Chair and Vice-Chair will also be involved in relation to the urgency and general exception processes required when matters are entered onto the Forward Plan on less than the 28 days' required notice.
8. To uphold the integrity of scrutiny and public accountability working through the Committee, including maintaining the reputation of the Combined Authorities and the Joint Transport Committee for robust decision making.

Availability:

- It is envisaged the post holder will need to be available for at least half a day per month, generally during working hours.
- Have the flexibility to carry out the required tasks and duties, including occasionally working outside normal office hours.
- Be accessible to Officers and Committee Members by email or in person outside of scheduled meetings.
- It should be noted that meetings are held at Constituent Council offices across the LA7 area (Durham, Gateshead, Newcastle upon Tyne, North Tyneside, Northumberland, South Tyneside and Sunderland).

Politically Restricted

As a consequence of the political restriction it is not possible for us to appoint anyone who, in the last five years, has:

1. Served as an MP, Member of the European Parliament, Scottish Parliament or National Assembly of Wales or a local authority.
2. Stood as a candidate for the House of Commons, European Parliament, Scottish Parliament, the National Assembly for Wales or a local authority.
3. Served as an Officer of a political Party or any branch of such a Party or a Member of any committee or sub-committee of such a Party or Branch if his or her duties as such an Officer or Member would be likely to require him/her to participate in the general management of the Party or the Branch: or act on behalf of the Party or Branch in dealings with persons other than Members of the Party or Members of another political party associated with that Party.
4. Canvassed on behalf of a political party or a candidate for election.

APPOINTMENT OF INDEPENDENT PERSON AS CHAIR/VICE CHAIR OF THE JOINT TRANSPORT COMMITTEE, OVERVIEW AND SCRUTINY COMMITTEE

PERSON SPECIFICATION

Knowledge	General understanding of the qualities of good governance and decision making	Essential
	Be prepared to undergo formal training in the role	Essential
	Knowledge of the roles and responsibilities of councillors	Desirable
	Understanding of the diverse functions of a Local Authority or a Combined Authority, contemporary issues and challenges facing local government	Desirable
	Awareness of the role of overview and scrutiny	Desirable
Experience and skills	Chairing skills: ability to organise, coordinate and follow through on issues; manage competing or differing views, and positively challenge to achieve the desired outcome.	Essential
	Have personal integrity and act independently	Essential
	Be fair and able to take an objective view of sometimes emotive issues	Essential
	Have an ability to act impartially	Essential
	Be able to exercise sound judgement	Essential
	Have excellent inter-personal skills	Essential
	Be able to express their ideas and point of view effectively, while being inclusive and appreciative of others point of view.	Essential
	These are politically restricted posts and the post-holder cannot have held political office with a Constituent Authority within the last five years	Essential
	Experience of acting as a Chair of large committees bringing together diverse groups	Essential (Chair)/ Desirable (Vice-Chair)
	Experience of working within a formally constituted Committee structure	Essential (Chair)/ Desirable (Vice-Chair)
	Experience of working with Local Government Officers	Desirable
	Experience of dealing with confidential material in a public and accountable environment	Desirable

