University of Birmingham

Chairing Scrutiny: A Training Workshop for Scrutiny Chairs

Locations	Edgbaston campus, University of Birmingham
Date(s)	Friday 11th July 2014 (09:30-16:15)
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Download	**Add to Calendar (/schools/government-society/departments/local-government-studies/events/seminars/chairing-scrutiny.aspx?ical=true)**

Chairing Scrutiny is different from chairing traditional service committees - putting even experienced service chairs at a disadvantage. The seminar will explore the skills required to support good scrutiny and the special demands it makes on those who take the chair.

In the past this workshop has opened the eyes of many scrutiny chairs to the potential of scrutiny and to what chairing involves. Vice-Chairs and Officers who support scrutiny are also welcome.

The workshop will explore the skills and techniques needed to chair overview and scrutiny committees or short-life working groups.

The seminar will consider:

- how to prepare for scrutiny committees or short-life task and finish groups
- the relationships between scrutiny chairs and scrutiny officers
- how to choose a small number of topics for scrutiny investigations
- how to plan and develop questions
- how to get what you want from those who come to answer questions
- innovative ways of collecting evidence
- how to make recommendations effective
- the nature of scrutiny leadership
- the party political dimension

Aims

- To explore the skills of chairing scrutiny
- To look at how style and approach is influenced by the chairman
- To link chairing styles to scrutiny topics
- To practice chairing skills

Programme

09.30	Coffee and registration
10.15	Welcome and introductions
10.30	The requirements for successful scrutiny Andrew Coulson, INLOGOV, University of Birmingham
11.00	The role of the chair in the success of scrutiny Andrew Coulson
11.30	Group exercises: Exploring effective chairing (with feedback session)
12.00	Coffee
12.15	Planning an investigation focusing on the chair's role before, during and after scrutiny Andrew Coulson
13.00	Lunch
13.45	Experiences of Chairing Scrutiny Speaker to be confirmed
14.00	Discussion
14.30	The chair's role in supporting lines of questioning and getting the information you want (including group exercise) Andrew Coulson
15.30	Tea

15.45 Developing chairing competence and personal chairing skills and areas for development
Andrew Coulson

16.15 Seminar concludes

Fees and Booking Information

£195 (£95 for a second participant from the same authority). Fee includes refreshments, lunch and resource pack.

To book a place on this seminar please visit the University's Online Shop **http://shop.bham.ac.uk (http://shop.bham.ac.uk/browse/extra_info.asp?compid=1&modid=2&catid=68&prodid=803)** . If you are unable to book via the Online Shop please contact Sue Platt on 0121 414 5002 or email **s.p.platt@bham.ac.uk (mailto:s.p.platt@bham.ac.uk)** .

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