

cfps associate programme

## Charlotte Burnham – CV

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### *Key information*

Key skills or areas of expertise

With in excess of 16 years experience of working in local government, eight of which have been in field of Overview and Scrutiny in both Elected Mayor/Executive and Leader/Cabinet forms of executive arrangements, Charlotte continues to be at the forefront on various scrutiny issues at national, regional and local levels.

Currently employed as the Head of Overview and Scrutiny within Sunderland City Council, Charlotte demonstrates substantial experience of:-

- leading cultural and operational changes within local authorities to deliver effective Overview and Scrutiny, in line with best practice;
- managing relationships/tensions that arise in a political setting, in particular in relation to Overview and Scrutiny;
- providing advice and guidance to Members and officers individually and collectively on management, governance and constitutional issues;
- designing and delivering bespoke training and development programmes, facilitating workshops / meetings for Members and officers on a wide range of issues, including Overview and Scrutiny.
- partnership scrutiny;
- establishing effective working relations between Cabinet, Overview and Scrutiny, Officers and Partners;
- questioning techniques/strategies;
- increasing community engagement within the work of Overview and Scrutiny;
- undertaking effective budget / performance management scrutiny (including delivery of LAAs); and
- raising the profile of Overview and Scrutiny.

With her very engaging style, combined with energy and enthusiasm, Charlotte is an individual who is quick to establish rapport with Elected Members, officers and

partners. With an unflappable approach, political nous, results orientated focus and a sharp eye for best practice, above all, Charlotte holds a real passion for the delivery of excellent public services.

## *Experience and background*

Relevant professional / academic qualifications

Institute of Management Post Graduate Diploma  
Institute of Management Diploma  
Advanced Certificate of Chartered Institute of Marketing (2 Modules)  
Institute of Management Certificate  
BTEC National Certificate - Public Administration

Former Member of the Chartered Institute of Management

Former Chair of the North East Region's Officer Overview and Scrutiny Network

Employment / professional history (most recent first)

April 2009 to Present – Head of Overview and Scrutiny, Sunderland City Council

April 2009 – June 2005 – Scrutiny Manager, Hartlepool Borough Council

June 2005 to July 2002 – Scrutiny Support Officer, Middlesbrough Council

July 2000 to June 2002 – Democratic Services Officer, Darlington Borough Council (providing dedicated scrutiny support)

1991 to 2000 - Various posts within Darlington Borough Council

Recent work undertaken

Name of organisation: North East Regional Employers Organisation  
Brief description of work undertaken: Delivering a North East Regional Scrutiny Conference for 250 delegates across 25 local authorities.

Key note speaker and chair person at a Centre for Public Scrutiny Parliamentary Event at the House of Commons delivering a presentation on community leadership

