

Appendix 1

Cross Authority Task and Finish Group - Citizens Advice

Terms of Reference

1. The Purpose of the Task and Finish Group is to carry out a cross-authority Scrutiny process of the Service, Impact and Funding of the Citizens Advice Bureaux operating in Suffolk (or serving Suffolk residents).
2. This continues from, and extends, an examination carried out in Babergh and Mid Suffolk Joint Overview and Scrutiny Committee in August 2019. The report produced from that forms a preliminary basis for the Task and Finish Group (Appendix 2).
3. The membership will consist of up to two representatives from any Suffolk Local Authority that wishes to be involved. Membership is drawn from members of the relevant Overview and Scrutiny Committees of those authorities. Any Scrutiny Committee member may substitute for another from the same authority. Other members or witnesses may be invited to contribute, as needed.
4. The Task and Finish Group aims to meet monthly, in October, November and December 2019 with the aim of producing a report and possible recommendations in December. It is possible, but not desirable, that this could be extended slightly into 2020. This is designed to allow consideration within each Councils budget process where appropriate.
5. The representatives of each Overview and Scrutiny Committee on the Group will report to their parent Committee as the process continues. The presentation of a report and any recommendations emerging from it, or from Task and Finish group, are entirely a matter for decision by each of the sovereign authorities relevant Overview and Scrutiny Committees. They will decide if they wish to present these to their Cabinet or Council.
6. The Task and Finish Group may request witnesses from bodies involved
7. The Task and Finish Group may alter these Terms of Reference by agreement.