

OVERVIEW AND SCRUTINY COMMITTEE

TASK AND FINISH GROUP PROTOCOL

- 1) A Task and Finish Group will be appointed by the Overview and Scrutiny Committee as an informal Member Group set up for the purpose of researching ad-hoc issues relating to policy development or scrutiny. It will consist of:
 - a) 3-5 elected members reflecting broad political balance, where possible, and appointed on the basis of their relevant knowledge and interest. *(Membership of a Task and Finish Group is not restricted to only Overview and Scrutiny members); and*
 - b) A number of co-opted partners/community representatives and members appointed because of their specialist knowledge/and or expertise. *Co-opted members will be "non-voting" members of the Task and Finish Group.*
- 2) The Overview and Scrutiny Committee will set the framing terms of reference of the Task and Finish Group; the issue to be researched and the reasons; timescales to be agreed at the outset by the Overview and Scrutiny Committee giving a remit suitable to guide the actions of a short-term Task and Finish Group.
- 3) The Task and Finish Group will commence by producing an outline scope/project plan/work plan, including planned meetings to link effectively with scheduled Overview and Scrutiny meetings and involve relevant Cabinet Members on Policy Development research.
- 4) The Task and Finish Group will update the Overview and Scrutiny Committee as necessary to deliver the project plan and make recommendations to the Overview and Scrutiny Committee and produce a final written report. This will be presented to the Overview and Scrutiny Committee as a basis for further discussion and development. The report will document the Task and Finish Groups findings; evidence and recommendations; including, if appropriate, alternative views discussed and considered.
- 5) There is no requirement to meet in public or give five days notice of meetings as this is an informal group. As such no formal minutes will be produced, only bullet point notes, not for publication. Meetings to be attended by the Scrutiny Officer and additional officers may be requested to attend for professional support and guidance in the service area being researched.