

PROTOCOL FOR TASK AND FINISH GROUPS

REPORT OF THE SCRUTINY OFFICER

1. SUMMARY

- 1.1 This report introduces a protocol for the organisation and conduct of task and finish groups.

2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

3. BACKGROUND

- 3.1 Last year, the Committee decided to conduct the majority of its task and finish groups in a single day. This allowed the committee to carry out more task and finish groups than has been possible in previous years. This new way of working meant that the processes for drafting scoping documents, consulting officers and scheduling task and finish groups needed to be updated to reflect the shorter timescales.
- 3.2 In doing so, the scrutiny officer has taken the opportunity to set out the new arrangements in a protocol which is attached at **Appendix A** to this report. Although the protocol is drafted sequentially, it is intended to operate flexibly: parts of it may run in parallel with other parts, or the order of things may be changed according to circumstances. This won't compromise the main principles or practical arrangements which are set out in the protocol.
- 3.3 This version of the protocol has been discussed with the lead officer for scrutiny and the chairman of the Committee.

4. FINANCIAL AND RISK IMPLICATIONS

- 4.1 None.

5. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 5.1 None.

6. LEGAL IMPLICATIONS

- 6.1 None.

7. RECOMMENDATIONS

- 7.1 The Overview and Scrutiny Committee is asked to consider and comment on the protocol.

8. REASON FOR RECOMMENDATIONS

- 8.1 To allow the Overview and Scrutiny Committee to ensure that its processes operate effectively.

9. CONTACT OFFICERS

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10. APPENDICES

- 10.1 Appendix A: Protocol for Task and Finish Groups