

**OVERVIEW AND SCRUTINY COMMITTEE
22 SEPTEMBER 2015**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

19

TITLE OF REPORT: PROTOCOL FOR TASK AND FINISH GROUPS

REPORT OF THE SCRUTINY OFFICER

PORTFOLIO HOLDER: COUNCILLOR JULIAN CUNNINGHAM

1. SUMMARY

1.1 Proposed changes to the Committee's Protocol for Task and Finish Groups.

2. RECOMMENDATIONS

2.1 The Committee is asked to consider and endorse the proposed changes.

3. REASONS FOR RECOMMENDATIONS

3.1 To enable the Committee to conduct its task and finish groups flexibly, independently and efficiently.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

5.1 None.

6. FORWARD PLAN

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

7. BACKGROUND AND PROPOSED CHANGES

7.1 The Committee agreed a protocol for task and finish groups in 2012 to clarify the roles of members and officers in the task and finish group process. The Committee has recently decided to take a more flexible and member led approach to running task and finish groups so the existing protocol will need to be updated to reflect these changes and make it less prescriptive.

7.2 The protocol has been re-drafted as a set of principles which will allow task and finish groups to operate with more flexibility and independence; maximise their efficiency; and ensure their recommendations are seen directly by Cabinet. The revised protocol is attached at **Appendix A** for the Committee's consideration and comments.

8. LEGAL IMPLICATIONS

8.1 None.

9. FINANCIAL AND RISK IMPLICATIONS

9.1 None.

10. HUMAN RESOURCE IMPLICATIONS

10.1 None.

11. EQUALITIES IMPLICATIONS

11.1 The Equality Act 2010 came into force on the 1 October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5 April 2011. There is a general duty, described below, that public bodies must meet, and this is underpinned by more specific duties which are designed to help meet them.

11.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions: give due regard to the need to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations between those who share a protected characteristic and those who do not.

11.3 There are no equalities implications arising from this report.

12. SOCIAL VALUE IMPLICATIONS

12.1 There are no social value implications arising from this report.

13. APPENDICES

13.1 Appendix A – Revised Protocol

13.2 Appendix B – Existing Protocol

14. CONTACT OFFICERS

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15. BACKGROUND PAPERS

15.1 None.