

REVISED PROTOCOL FOR TASK AND FINISH GROUPS

Constitutional Position

Part A, section 6.2.7(u) of the Constitution enables the Overview and Scrutiny Committee:

To appoint time limited task and finish groups to undertake detailed scrutiny work and report back to the Overview and Scrutiny Committee to make recommendations to the Cabinet.

Principles for Task and Finish Groups

The Overview and Scrutiny Committee will choose the topics for task and finish groups and agree the outline scope for the review.

The Chair of the task and finish group will finalise the scope.

The Chair of the task and finish group will be chosen by the Chair of the Overview and Scrutiny Committee.

Task and finish groups will be led by members.

Members will receive a briefing about topics and possible issues before the first meeting of a task and finish group.

Task and finish groups will normally hear evidence from outside organisations and from the community unless the topic under review means it is inappropriate to do so.

The task and finish group will produce a report for consideration by the Overview and Scrutiny Committee.

The final report will be sent by the Overview and Scrutiny Committee direct to Cabinet.

Cabinet will be asked to respond within 2 months of receiving the report as required by legislation.

The portfolio holder with responsibility for implementing the recommendations should report to the Committee on progress 6 months after Cabinet's decision.