

Principles for Task and Finish Groups

Task and Finish Groups are opportunities for a more detailed gathering of information from both this authority and other similar organisations.

The Chairman of the T&FG should be the most appropriate Member for that topic and therefore the Party rotation system should be flexible to best accommodate this.

The T&F members should feel like they are driving the process from 'scope to recommendations' to Cabinet/Portfolio Holder.

The T&FG should submit their report to O&S so it can be scrutinised before being progressed to Cabinet/Portfolio Holder.

External input into the T&FG should be mandatory. A balance of examples from other, relevant, Local Authorities and similar public and private sector organisations should be an ambition.

A lead officer should be appointed by the authority and should act as the support for the Scrutiny Officer to ensure only that factual/legal discrepancies are resolved.

The T&FG members should be encouraged to focus their discussions around the 'abstract' - what could be possible - and not too detail-centric. These recommendations should then flow through the OSC, for changes, and onto Cabinet/Portfolio Holder intact.

The Scrutiny Officer must share all drafts of the scope, report and recommendations with the lead officer so that a substantial and relevant addendum can be produced by the authority's SMT. This is crucial to ensure that the Cabinet/Portfolio Holder are able to make an informed decisions based on 'what could be possible' and 'where are we now that may make some of these recommendations less worthy of immediate adoption than others'.