

Scrutiny Task & Finish Group Protocol

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Division and Local Member: All

1. Summary

- 1.1. Scrutiny Task & Finish (T&F) Groups bring together a small group of Members commissioned by a scrutiny committee to undertake a time limited review of a specific issue. T&F Groups are a useful tool for policy development and an integral part of effective scrutiny.
- 1.2. This report presents the Draft Scrutiny Task & Finish Group Protocol which sets out the method for establishing and completing T&F Groups. It defines the key roles that Members and officers have and offers guidance on key aspects of the process. These proposals form part of the council's work to improve the effectiveness of its scrutiny functions.

2. Issues for consideration / Recommendations

- 2.1. The Committee is asked to consider and comment on the draft Scrutiny Task & Finish Group Protocol, including any suggestions for amendment.
- 2.2. Following any amendment, the Committee is asked to agree to adopt the Scrutiny Task & Finish Protocol and to authorise the Monitoring Officer to incorporate it within the Council's Constitution.

3. Background

- 3.1. Following the two Scrutiny T&F Groups held during 2017/18, it was recognised that there was a need for more clarity and definition of the process. In addition, T&F Groups can be resource and time intensive and, therefore, developing a T&F Group protocol will enable more effective and efficient scrutiny to take place.

4. Consultations undertaken

- 4.1. Consultation has taken place with:
 - Chairs and Vice-Chairs of all the three Scrutiny Committees – March 2019
 - Senior officers with lead roles in recent task & finish groups – March 2019
 - Scrutiny for Policies and Place Committee – April 2019
- 4.2. Any representations received through consultation have been carefully considered and taken into account as the protocol has been developed.

5. Background papers

5.1. Appendix A – Draft Task & Finish Group Protocol 2019