

# **SCRUTINY TASK & FINISH GROUPS**

## **Conduct of Business Protocol**

### **Role and Function**

1. The Overview & Scrutiny Committee will establish time limited Task & Finish Groups to conduct investigations or reviews
2. The Overview & Scrutiny Committee will set the terms of reference for each Task & Finish Group according to the purpose for which it is established
3. Usually no more than 1 Task & Finish Group will take place at any one time

### **Constitution**

4. The size of each Task & Finish Group will vary between 3 and 7 Members according to the purpose for which it is established.
5. Political balance will not apply.
6. The Task & Finish Group Chairman shall be appointed from the membership of the Overview & Scrutiny Committee.
7. The membership of Task & Finish Groups may include any Member of the Council, except Executive Committee Members and, during investigations concerning planning policy will not include Planning Committee Members.
8. Task & Finish Group membership shall be agreed by the Head of Legal & Governance, in consultation with the Overview & Scrutiny Committee Chairman, the Overview & Scrutiny Vice-Chairman and the Task and Finish Group Chairman.
9. Any Scrutiny Task & Finish Group may co-opt non-councillors in a non-voting capacity, as directed by the Overview & Scrutiny Committee.
10. Substitution arrangements will not apply.

### **Reporting Line**

11. Final reports with findings and proposals will be submitted to the Overview and Scrutiny Committee by the Task & Finish Group Chairman for comment and recommendation to Executive Committee, Planning Committee and or Council.

### **Access to and Attendance at Meetings**

12. Scrutiny Task & Finish Groups will conduct their business in such ways that are effective, efficient and appropriate to the task that is being carried out and will, wherever possible, conduct their business in an open and transparent manner and engage the public as fully as may be appropriate.

13. Task & Finish Groups may require the attendance of Portfolio Holder(s) and senior officers to assist with any reviews, investigations, or the development of any policy proposals.
14. The relevant Portfolio Holder(s) may attend meetings and with the consent of the Chairman, participate in discussions, provided that the independence of the Task & Finish Group is respected.
15. Other Members of Council may attend and speak at meetings at the invitation of the Chairman.
16. Members of the public, representatives of outside organisations and other stakeholders may be specifically invited to attend meetings for the purpose of providing information and/or for consultation purposes.
17. The Overview and Scrutiny process will be Member-led but guidance, information and support will be available from the Democratic Services Section.
18. Papers for meetings will be compiled as necessary according to the task that is being undertaken.

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