

## Terms of Reference – Task and Finish Groups

### Governance

1. The Co-ordinating group of the Area Assembly will set up a Task and Finish group in response to a “trigger” event which has been identified by either them or through the community process in order to resolve an issue at a local level. It may also be used as a tool for making progress on issues within the area plan.
2. The Co-ordinating group will determine the size of the Task and Finish group. Members of the Task and Finish group shall be drawn from the membership of the Co-ordinating group and the Chair of the Co-ordinating group will ask for volunteers.
3. The Chair of the Co-ordinating group will nominate a Councillor from the Co-ordinating group to Chair the Task and Finish group.
4. The Chair of the Co-ordinating group will agree with the Chair of the Task and Finish group at the outset an appropriate timescale for the completion of the task, but no longer than 6 months.
5. The Task and Finish group will plan their work and meet as and when necessary to finish the task. They may request support from officers and such requests shall in all cases be made to the relevant Service Director or partner agencies. The amount of support to be provided shall be determined by the Service Director in consultation with the Chair of the Task and Finish group having regard to the resources available and other work commitments.
6. In establishing a Task and Finish group, regard will be given to the number of groups already in existence and therefore the availability of appropriate support.
7. A Task and Finish group shall not be established to examine an issue which is already being dealt with by other means through the Council’s procedures.
8. Borough wide Task and Finish groups should be established to look at Borough wide issues only as appropriate after discussion with Scrutiny and the Area Chairs.
9. The Task and Finish Group meetings will be serviced by the Area Assembly team or other partners as appropriate.

## **Operational**

### **The Task and Finish group may**

1. Ensure delivery of the area plans issues as identified within each theme.
2. Undertake monthly reviews and provide regular updates to both the Co-ordinating group and Area Assembly on progress.
3. Gather information from a number of sources to enable them to address the “trigger” issue by
  - a. Holding public meetings to seek views on an issue. The Chair of the Area Assembly must be informed and invited to attend;
  - b. Visiting other organisations - partners, user groups, other councils; and
  - c. Talking to people who are affected by the issue.

### **Reporting Mechanisms**

1. The Task and Finish group is responsible to the Co-ordinating group. They must report their findings to the Co-ordinating group for approval before any reports are sent to the Area Assembly meeting.
2. Following approval of the report by the Co-ordinating Group, the Area Assembly shall consider the report and may take action in accordance with its delegated powers or refer the matter to the Cabinet, appropriate Cabinet Member or Scrutiny.