



Title	Task and Finish Group Procedures
For further information about this report please contact	Graham Leach, Senior Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Members' Services
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and meeting when issue was last considered and relevant minute number	N/A
Background Papers	N/A

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director	17/1/2010	Bill Hunt & Andy Jones
Chief Executive	14/1/2010	Chris Elliott
CMT		
Section 151 Officer		
Legal		Peter Oliver
Finance	14/1/2010	Marcus Miskinis
Portfolio Holders		Councillor Doody.
Consultation Undertaken		
n/a		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report informs the Committee of the proposed procedures to be followed for Task and Finish Groups, as attached at appendix 1 to the report.

2. **RECOMMENDATIONS**

- 2.1 The Task and Finish Group procedures be approved, including any amendments suggested by the Committee.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 To provide Councillors and officers with clear lines of procedure and responsibilities during a scrutiny review, which is being carried out by a Task and Finish Group.

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The alternative option is not to approve the Task and Finish Group Procedures.

5. **BUDGETARY FRAMEWORK**

- 5.1 All work for the Committee and Task and Finish Groups has to be carried out within existing resources.

6. **POLICY FRAMEWORK**

- 6.1 The work carried out by the Committee and Task and Finish Groups helps the Council to improve, in line with its priority to manage services openly efficiently and effectively.

7. **BACKGROUND**

- 7.1 Task and Finish Groups were introduced in May 2008, following the introduction of the Overview and Scrutiny Committee and Audit and Resources Scrutiny Committee.
- 7.2 Since that time, there have been many Task and Finish Groups which have carried out scrutiny reviews, for example CCTV, Royal Spa Centre, Procurement, Expenditure of Tourism etc.
- 7.3 Although the majority of the T&FG's have worked extremely well, the experience which has been gained by officers has enabled a basic procedure to be established for all T&FG's to follow, to ensure that the objectives of any future groups are met successfully.
- 7.4 The procedure, attached at appendix 1, clarifies why a Task and Finish Groups would be established and the procedure to be followed during the scrutiny review. It also details the responsibilities of the Committee Services Officers, Councillors and other WDC officers.

7.5 This procedure has been submitted to the Committee for approval following consultation with the Scrutiny Chairs, Chief Executive, Deputy Chief Executives and Monitoring Officer.