

Localities & Clusters: Task and Finish Group – Terms of Reference

1. Membership

Task and Finish Group Members

Cllr Dan Thomas (Group Chairman)

Cllr John McKay

Cllr Lance Austin

Cllr Barrie Spencer

Cllr Susan Jackson

Lead Member

Cllr Nicky Hopwood, Executive Lead Member
Service Delivery

Officer Support:

Steve Mullineaux, Deputy Chief Executive and
Director of Customer Service

Sarah Moody, Business Manager

Richard Easthope, Localities Team Leader

2. Purpose of the group

The purpose of a Task and Finish Group is to either review existing and/or develop new Policy/Strategy. Task and Finish Group recommendations are, in the first instance, considered by the Overview and Scrutiny function before then being presented to the Executive for approval.

The purpose of this Group is to review and develop a strategic role and future function for the Councils Localities service. The Group will aim to present its concluding report to the Joint Overview and Scrutiny Panel & DM Committee meeting to be held on 19 November 2020.

3. Role & Function

- Consider options for future partnership support to the Voluntary and Community Sector across South Hams.
- Review the Locality Officers role in the Councils approach to enforcement and tackling environmental crime, driving efficiencies and building better relationships with the Civil Enforcement Officers to improve delivery.
- Review of Community clusters and their effectiveness to include:-
 - Elected Member engagement;
 - Business engagement and support (To include Covid-19 guidance);
 - Improved community engagement and supporting vulnerable residents;
 - Review the Locality resourcing structure to explore a 'seasonal' requirement;
 - Review Locality data from Summer 2020;
 - Deliver on the Councils objective to have a visible presence within the community; and
 - Review current tasks and roles of the Locality Engagement Officers and the Mobile Locality Officers;

4. Governance Arrangements and Key Relationships

The Localities & Clusters Task and Finish Group is to present its concluding report to a Joint Meeting of the Overview and Scrutiny Panel & DM Committee. In addition, a key relationship is that with the lead Executive Member for Service Delivery, who has responsibility for Delivery of Services, including Case Management processing.

5. Duration

The Task and Finish Group will have no decision-making powers and will provide progress updates at every meeting of the Overview and Scrutiny Panel (and/or Joint Meeting of the Panel and Development Management Committee) to ensure that the development of the Localities service remains within scope and is aligned to the Councils recovery plan.

6. Meeting and Working Practices

The Group Chairman may call a meeting of the Group as and when required in order to meet deadlines and conclude the review in a timely manner. Any such meetings shall be held remotely (over Skype or other such technology) until such a time as a Council decision is taken to reinstate face to face meetings.

Any Member of the Council may attend a Group meeting and, at the discretion of the Chairman, may take part in the deliberations.

The Quorum of the Group will be 3 Members.