

Localities and clusters Task and Finish group

Terms of Reference – Draft

1. Membership

Task and Finish Members

Cllr Steve Hipsey

Cllr Nicky Heyworth

Cllr Diana Moyse

Cllr Barry Ratcliffe (**Chair**)

Cllr Lucy Wood

Lead Member

Cllr Jeffrey Moody, Hub Lead Member for Customer First

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 either the Hub or Full Council 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 present its concluding report to the Overview and Scrutiny Panel Committee meeting.

3. Role & Function

- Consider options for future partnership support to the Voluntary and Community Sector across the West Devon.
- Review the Locality Officers role in the Councils approach to enforcement and tackling environmental crime, promoting 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
 - Deliver on the Councils objective to have a visible presence within the community
 - Review current tasks and roles of the Locality Engagement Officers and the Mobile Locality Officers

4. Governance Arrangements and Key Relationships

The Locality Task and Finish Group is accountable to the Overview and Scrutiny Panel Committee meeting. In addition, a key relationship is that with the lead Hub Member for Customer First who has responsibility for Service Delivery

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 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.