

Feedback from Outside Bodies: Task and Finish Group

Terms of Reference – Draft

1. Membership

Task and Finish Group Members

Cllr Abbott

Cllr Austen

Cllr Pannell

Cllr Rowe

Cllr Spencer (**Chair**)

Cllr Sweett

Lead Executive Member

Cllr J Pearce (Leader of Council)

Officer Support:

Andy Bates, Chief Executive

David Fairbairn, Monitoring Officer

Darryl White, Democratic Services Manager

2. Purpose of the group

The primary 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 Executive or Full Council for approval.

The purpose of this Group is to review the means by which Members who are appointed to represent the Council on Outside Bodies provide feedback and added value to the Council.

The Group will present its concluding report to the Overview and Scrutiny Panel at its 1 April 2021 meeting.

3. Role & Function

- To develop a mechanism to enable the Council to review the performance of the Outside Bodies on which the Council has appointed elected Members representatives; and
- To investigate ways by which all appointed Members can provide regular feedback to the Council on the work of their Outside Bodies.

4. Out of Scope

The following are out of the scope of this review:

- The appointments process for Outside Bodies; and
- The suitability of those Members who have been appointed to represent the Council on the list of Outside Bodies.

5. Governance Arrangements

The Task and Finish Group has no decision-making powers and is accountable to the Overview and Scrutiny Panel; and

The Quorum of the Group will be 3 Members.

6. Duration

The Task and Finish Group will present its concluding report to the Panel meeting on 1 April 2021.

7. Meeting and Working Practices

The Group Chairman may call a meeting of the Group as and when required in order to meet the reporting deadlines for the Review. Any such meetings shall be held remotely (over Teams).

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

It is recognised that the lead Member has a fundamental role to play in the Review and will be invited to attend each meeting of the Group and contribute to its deliberations.