

**Task & Finish Groups – General Principles**  
**Draft**

Task & Finish Groups may be established by a Scrutiny Committee for the purpose of conducting an in-depth review of any service, policy or issue that affects the District.

Task and Finish Groups are especially useful in helping councillors to look at an issue in more detail.

Task & Finish Groups offer the opportunity to use a variety of more diverse working methods such as visits, using interviews and publicity events to encourage community participation and public engagement in scrutiny. Task & Finish groups each work flexibly to adapt to the needs of different reviews.

**Membership:**

- The Scrutiny Committee may open up membership to other non-executive members if they so wish
- The number of members on a Task & Finish Group will be decided by the Scrutiny Committee.
- Membership is flexible to meet the needs of the tasks

**Terms of Reference**

Upon the Scrutiny Committee approving the establishment of a Task & Finish Group, an initial meeting will be convened by the Scrutiny Officer to determine the Terms of Reference and scope of the review. This will include the rationale of the review; objectives and areas to be researched and the expected outcome.

**Timescales**

A vital part of the review will be to specify timescales. Timescales will vary depending on the scope and complexity of the topic, including factoring in when the final report will need to progress to Cabinet. There is an expectation that most Task & Finish Groups will complete their work and submit a report to Cabinet within 3 to 4 months.

**Reporting Arrangements**

When a Task & Finish Group has completed a review, a report describing the method of the review, and setting out its findings, conclusions and recommendations, will be submitted to the Scrutiny Committee.

When it has considered the report of a Task & Finish Group the Scrutiny Committee will consider submitting the report to the Cabinet/or the appropriate partner organisation, asking them to consider the recommendations arising from the review.