

\*PART A

**Report to:** Overview and Scrutiny Committee  
**Date of meeting:** 25 July 2013  
**Report of:** Committee and Scrutiny Officer  
**Title:** Task Groups

1.0 **SUMMARY**

- 1.1 Overview and Scrutiny Committee is asked to consider appointing Task Group Chairs when the membership is agreed.
- 1.2 Overview and Scrutiny Committee is asked to review the guidance for Task Group members, attached as Appendix 1 to this report.

2.0 **RECOMMENDATIONS**

- 2.1 that Task Group Chairs are appointed by Overview and Scrutiny Committee when it agrees the Task Group's membership.
- 2.2 that the guidance for Task Group members be noted.

**Contact Officer:**

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**Report approved by:** Carol Chen, Head of Democracy and Governance

3.0 **DETAILED PROPOSAL**

Appointment of Task Group Chairs

- 3.1 The Chair of Overview and Scrutiny Committee and the Committee and Scrutiny Officer have discussed the appointment of Chairs for Task Groups. The discussion highlighted the usefulness of the Task Group Chair being involved in preparatory discussions prior to a Task Group's first meeting. At the present time the Chair is appointed at the Task Group's first meeting.
- 3.2 Currently Democratic Services arranges to meet the Council service or external organisation being scrutinised prior to the first meeting. This enables officers to review the scrutiny proposal and identify any supporting information that can be produced for the Task Group's first meeting.

- 3.3 It is felt that if the Chair of the Task Group is appointed prior to the first meeting of the Task Group they will be able to participate in the early discussions with officers from the service or organisation under review.
- 3.4 It is important to note that the Chair of the Task Group will be expected to report to Overview and Scrutiny Committee during the review and once the final report has been produced. The Chair will also be expected to present the final report to the Executive as required.
- 3.5 Overview and Scrutiny Committee is asked to consider appointing Task Group Chairs when it agrees the membership.

#### Guidance for Task Group Members

- 3.6 Some guidance notes have been prepared (Appendix 1). These will be provided to Task Group members when they are appointed by Overview and Scrutiny Committee. The notes provide a guide to advise Councillors what to expect when participating in reviews and things they should make sure take place. The notes also include some additional guidance for Task Group Chairs.
- 3.7 Overview and Scrutiny Committee is asked to review the document and make any suggestions for additions or amendments.

## 4.0 **IMPLICATIONS**

### 4.1 **Financial**

- 4.1.1 The Head of Strategic Finance comments that there are no financial implications arising directly out of this report.

### 4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report.

#### Appendices

Appendix 1 – Guidance for Task Groups

#### Background Papers

There were no background papers used in the production of this report.

#### File Reference

None