

TASK GROUPS – GUIDANCE NOTES

Set out below are some notes for members of Task Groups to consider when participating in a review and additional information for Chairs.

Prior to the meeting

- Democratic Services and Chair of the Task Group (if new proposals for the appointing the Chair are approved by Overview and Scrutiny Committee) to meet representatives from the service/organisation being reviewed.
- Democratic Services to liaise with the Chair on background information required for the Task Group and prepare the paperwork.
- Date of first meeting to be agreed.
- Copies of the review proposal form to be sent to all Task Group members.

Meeting 1

- Task Group to review the scope to ensure Members understand the matter being scrutinised.
- Task Group to discuss the way it wishes to carry out the review.
- Task Group to decide on any witnesses it wishes to involve in the review and how.
- Examples of how to involve external witnesses
 - survey/questionnaire
 - open meeting/drop in session
 - formal setting
- Task Group to assess the approximate number of meetings it wishes to hold. (This can be revised as the Task Group progresses.)

Final meeting

- Review draft report, findings and conclusions.
- Finalise recommendations.
- Confirm who the final report should be circulated to.
- Circulate draft report to all task group members for comment before finalising.

Additional information for Task Group members

- Prepare some questions in advance, drawing on information already provided and personal knowledge.
- Understand who the questions are being put to.
- Ask questions the public would want to ask.
- Don't be afraid to ask obvious questions.
- Ask ONE question at a time.
- Ask about policies and procedures rather than referring to specific cases/incidents.
- If something is unclear ask for further clarification.

Roles for the Chair

- Ensure the Task Group remains focussed on the scope.
- Ensure all members of the Task Group have had an opportunity to put all their questions to witnesses/officers.
- At the end of each meeting the Chair to summarise any findings or actions that may have arisen during the discussion and to discuss the next steps.
- The Chair of the Task Group will be expected to provide an update to Overview and Scrutiny Committee throughout the life of the Task Group.
- The Chair of the Task Group will be expected to present the final report to Overview and Scrutiny Committee.
- The Chair of the Task Group will be expected to present the final report, as agreed by Overview and Scrutiny Committee, to the Executive if appropriate for the review.