

Overview and Scrutiny Committee - Task and Finish Groups

BACKGROUND

The overarching role of the Overview and Scrutiny Committee is to review and scrutinise the work of the Executive, the content of the Forward Plan and the policies of the Council. Effective Overview and Scrutiny Committees generally have a positive 'critical friend' approach and use constructive challenge to drive improvement within the local authority.

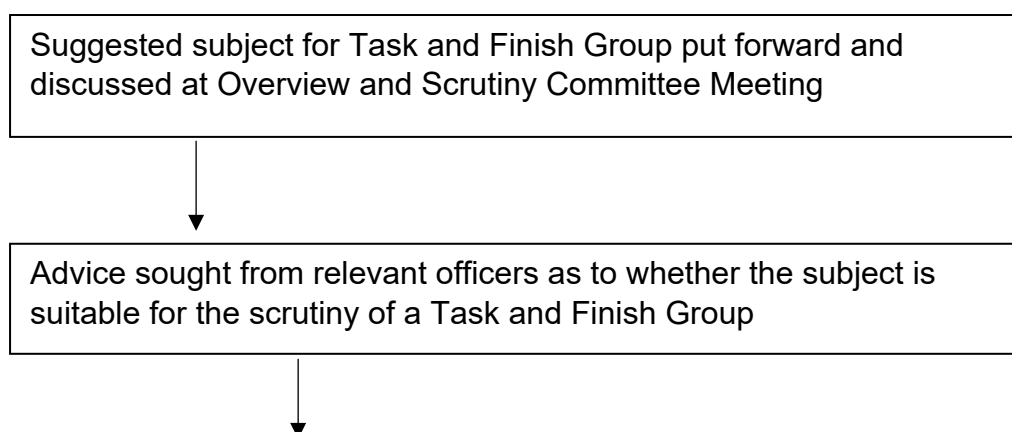
Overview and Scrutiny Committees can also establish Task and Finish Groups to review specific issues. Task and Finish Groups are Member-led and are a good opportunity for Members to investigate an issue they might have a particular interest in in further detail. They are generally informal and time-limited groups which gather evidence and produce recommendations on the subject. They can include evidence sessions, briefings, and site visits where appropriate. A Task and Finish Group would meet regularly over several months or as often as needed until the project is complete. The Group would also have frequent contact with key officer contacts working within the enquiry area.

Membership of Task and Finish Groups should initially be agreed by the Overview and Scrutiny Committee and the overarching Scrutiny Committee should also decide who should chair the group. Membership of Task and Finish Groups are not necessarily restricted to Members who sit on the Overview and Scrutiny Committee, any Members outside of the Cabinet can be nominated to participate.

RECOMMENDATIONS

The Overview and Scrutiny Committee is asked to begin to identify an area for investigation with a view to forming a Task and Finish Group.

OVERVIEW OF PROCEDURE FOR TASK AND FINISH GROUPS



Task and Finish Group meets to agree scope and way forward for the project



Task and Finish Group meets to gather evidence and work on project



Task and Finish Group produces a report on findings and any recommendations

SUGGESTED THEMES FOR TASK AND FINISH GROUPS

Environment

- Nature and Countryside
- Tree Planting
- Environmental Policy and Climate Change
- Air Quality
- Allotments
- Flooding

Waste and Recycling

- Street Cleaning
- Fly-tipping
- Littering
- Environmental Crime

Housing

- Homelessness and Rough Sleeping
- Social Housing Applications
- Help with Housing for Refugees
- Housing Advice for Care Leavers
- Housing Advice for Ex-Armed Forces
- Tenancy Relations
- HMO Licenses
- Housing Policy and Strategy
- Building Conversion

- Housing Adaptations

Community Safety and Advice

- Public Spaces Protection Orders (PSPOs)
- Anti-Social Behavior
- Nightsafe
- Safer Streets
- Community Groups and Organisations

Leisure and Culture

- Events
- Local History and Heritage
- Parks and Open Spaces
- Tourism
- Sports and Leisure
- Museums
- Guildhall

Planning and Development

- Planning Policy
- Conservation and Regeneration
- Local Land Charges

Licensing and Regulations

- Animal Licensing
- Business Licensing
- Alcohol and Entertainment Licensing
- Food Hygiene and Safety
- Gambling Licenses
- Hackney Carriage and Private Hire Vehicles
- Street Trading

USEFUL FURTHER READING:

[PG-6.pdf \(cfgs.org.uk\)](https://www.cfgs.org.uk/PG-6.pdf)