

# **OVERVIEW & SCRUTINY BOARD**

25th September 2015

## **Task Group/Inquiry Procedure Guidelines**

Relevant Portfolio Holder	Councillor M. A. Sherrey
Relevant Portfolio Holder Consulted	Not at this stage
Relevant Head of Service	Claire Felton – Legal, Equalities and Democratic Services
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

### **1. SUMMARY OF PROPOSALS**

- 1.1 At the Overview and Scrutiny Board meeting held on 14<sup>th</sup> July 2014 Members were informed that the Procedure Guidelines had been in place since March 2011 and that following discussion with the Chairman it had been agreed that the Board would be given the opportunity to review these and make any changes which would improve the process.
- 1.2 Following discussions the Board made a number of suggestions which could improve the process, particularly for Task Groups. These included reviewing the Topic Proposal Form, the Membership of Task Groups, updating the Board on progress of investigations and how a final report was presented to both the Board and Cabinet. Officers were tasked with making the necessary amendments and it was agreed that these would be brought back to the Board for further consideration at a future meeting.
- 1.3 This report presents the revised guidelines for Overview and Scrutiny Task Groups and Inquiries for consideration by the Board.

### **2. RECOMMENDATIONS**

- 2.1 That the revised Overview and Scrutiny Task Group and Inquiry guidelines are noted and endorsed; and
- 2.2 That the Task Group and Inquiry Procedure Guidelines are included within the Council's Constitution.

### **3. KEY ISSUES**

- 3.1 Task Group guidelines were removed from the Constitution during a review in early 2011. The Overview and Scrutiny Board adopted new guidelines which covered both Task Groups and Short Sharp inquiries at its meeting on 1<sup>st</sup> March 2011. It is good practice to review such guidelines at regular intervals and following discussion with the Chairman it was agreed that a review would take place at the Board's meeting on 14<sup>th</sup> July 2014.

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3.2 Following that meeting Officers were tasked with incorporating a number of changes, which had been discussed, into the Task Group/Short Sharp Inquiry Guidelines. These changes covered the following areas:

- Topic Proposal Form/Scoping Check List – combine into one document.
- Appointment of a Chairman for a Task Group and how the Membership was decided, including the number of Members.
- How an investigation is carried out and timescales.
- The format in which a final report was presented, to both the Board and Cabinet.

### **Financial Implications**

There are no financial implications directly relating to this report.

### **Service/Operational Implications**

There are no legal implications directly relating to this report.

### **Customer/Equalities and Diversity Implications**

There are no policy implications arising from this report.

## **4. RISK MANAGEMENT**

None

## **5. APPENDICES**

Appendix 1 – Revised Task Group/Inquiry Procedure Guidelines

## **6. BACKGROUND PAPERS**

None

## **AUTHOR OF REPORT**

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