

# **OVERVIEW & SCRUTINY BOARD**

31st October 2016

## **SOCIAL MEDIA TASK GROUP**

Relevant Portfolio Holder	Councillor G. Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service (for Overview and Scrutiny)	Claire Felton – Head of Legal, Democratic & Electoral Services
Wards Affected	<b>All</b>
Ward Councillor Consulted	Not at this stage
Non-Key Decision	

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

- 1.1 At the previous meeting of the Overview and Scrutiny Board held on 19th September 2016, the Social Media Task Group was established.
- 1.2 As agreed Members (with the exception of Members of the Cabinet) were contacted, requesting that anyone who had an interest in becoming a Member of the Task Group contact the relevant officer within a set timescale.
- 1.3 Group Leaders were also informed of the establishment of the new Task Group.
- 1.4 Five Councillors have shown an interest in joining the Task Group (as detailed below). The Overview and Scrutiny Board Inquiry/Task Group Guidelines (approved by the Board at its meeting held on 1st March 2011) recommend that task groups must be at least 4 but no more than 7 Members (including the Chairman).

Councillors Rod Laight, Sean Shannon, Les Turner and Michael Thompson.

The Board need to appoint a Chairman of the Task Group, who must also be a Member of the Overview and Scrutiny Board.

- 1.5 It should be noted that with effect from 1<sup>st</sup> April 2016 and in line with the Members' Allowances Scheme, the Chairman of a Task Group is paid a special allowance of £1,082 pro rata for the length of a Task Group, upon completion of the work. A special allowance is no longer paid to Task Group Members.
- 1.6 Members are requested to consider in detail the terms of reference (see Appendix 1 'Possible Key Objectives') so as to ensure the Board is clear as to what they expect the Task Group to achieve. The Board can make amendments to the terms of reference if it wishes. Please note that the Task Group members, at the first meeting, will also be given the opportunity to discuss the terms of reference. However,

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should they wish to make any significant changes, this would first need to be approved by the Board.

- 1.7 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigations within four to six months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.
- 1.8 It is vital that appropriate officer support is provided to help ensure an effective investigation is undertaken leading to strong recommendations. Taking this into consideration, it is suggested that the Task Group commences its investigation as soon as officer support is available.

### **2. RECOMMENDATIONS**

#### **2.1 Members are requested to:**

- (a) **consider and agree the terms of reference of the Social Media Task Group (see attached Overview and Scrutiny Exercise Scoping Checklist at Appendix 1);**
- (b) **consider and agree the membership of the Task Group;**
- (c) **appoint a Chairman of the Task Group;**
- (d) **decide upon the length of time the Task Group will have to carry out its investigations (Task Groups are normally expected to conclude their investigations within six months from the date of the first meeting); and**
- (e) **request the Task Group to commence its investigation as soon as possible.**

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 There are no financial implications directly relating to this report.

#### **Legal Implications**

- 3.2 There are no legal implications directly relating to this report.

#### **Service / Operational Implications**

- 3.3 None for the purpose of this report.

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

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3.4 There are no implications directly relating to customer/equality and diversity within this report.

### **4. RISK MANAGEMENT**

4.1 None for the purpose of this report.

### **5. APPENDICES**

Appendix 1 – Overview and Scrutiny Topic Proposal.

### **6. BACKGROUND PAPERS**

None

### **7. KEY**

None

### **AUTHOR OF REPORT**

Name: Amanda Scarce – Democratic Services Officer  
E Mail: a.scarce@bromsgroveandredditch.gov.uk  
Tel: 01527 881443