

<b>19 September 2017</b>		<b>ITEM: 7</b>
<b>Corporate Overview and Scrutiny Committee</b>		
<b>Establishment of a Task and Finish Group in relation to Public Participation at Council Meetings</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-key	
<b>Report of:</b> Kenna-Victoria Martin, Senior Democratic Services Officer		
<b>Accountable Assistant Director:</b> David Lawson, Deputy Head of Legal and Monitoring Officer		
<b>Accountable Director:</b> Lyn Carpenter, Chief Executive		
<b>This report is public</b>		

### **Executive Summary**

On 24 August 2017 the General Services Committee invited the Corporate Overview and Scrutiny Committee to look at establishing a Task and Finish Group into Public Participation at Council Meetings. This report sets out a terms of reference for the committee to consider.

#### **1. Recommendation(s)**

- 1.1 That the Corporate Overview and Scrutiny Committee agree to establish a Task and Finish Group into Public Participation at Council Meetings**
- 1.2 That the terms of reference (attached as appendix 1) for the Task and Finish Group be adopted.**

#### **2. Introduction and Background**

- 2.1 A Task and Finish Group is a formal review into a particular issue of interest to the Council. The following rules apply to a Task and Finish Group:**

<b>Task &amp; Finish Group</b>	
<b>Membership</b>	Can have any number of Members as membership although the recommended number is 3. It must follow political proportionality rules. Only non-executive Members are eligible to join such a group.
<b>Chair</b>	The chair would be voted for by the group's membership at its first meeting.

<b>Regularity of the meetings</b>	The Task and Finish Group can meet any time it wishes according to the will and availability of the membership.
<b>Publication of documents</b>	Task and Finish Groups as with Committees are required to follow statutory regulations and publish agendas at least five working days before the meeting.
<b>Powers</b>	No executive power. Any recommendation relating to an executive/key decision would need to pass up to the parent committee (Corporate Overview and Scrutiny Committee) for ratification and progression to Cabinet

2.2 The Corporate Overview and Scrutiny Committee will act as the parent committee.

### **3. Options and Analysis of Options**

3.1 A Task and Finish Group would have a defined protocol that ensured sound governance and decision making practices. The proposed terms of reference are attached as Appendix 1.

### **4. Reasons for Recommendation**

4.1 Task and Finish Groups assist with representing an effective way for the Council to engage with members of the public and to investigate their participation at Council meetings.

### **5. Consultation (including Overview and Scrutiny, if applicable)**

5.1 None.

### **6. Impact on corporate policies, priorities, performance and community impact**

6.1 The recommendation is seeking to establish a task and finish group that will allow the broader membership of elected members, as well as inviting members of the public representing relevant interest groups, to engage and shape the way the council interacts with members of the public and their participation at Council meetings. This promotes and increases democracy.

### **7. Implications**

#### **7.1 Financial**

Implications verified by **Laura Last**  
**Management Accountant**

There are no direct financial implications arising from this report.

## 7.2 Legal

Implications verified by **David Lawson**  
**Monitoring Officer and Deputy Head of Law & Governance**

The implications are contained within the body of the report.

## 7.3 Diversity and Equality

Implications verified by **Natalie Warren**  
**Community Development & Equalities Manager**

The membership of a Task and Finish Group would be appointed in accordance with political process. Any community representatives appointed to the body as co-optees would need to demonstrate they had been nominated or elected by their respective bodies in a fair and democratic manner.

## 7.4 Other implications (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

## 8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None.

## 9. Appendices to the report

- Appendix 1 - Terms of Reference for the Public Participation at Council Meetings Task and Finish Group

### Report Author:

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