

Public Participation Task and Finish Review Terms of Reference	
Aim: To create a responsive Task and Finish Group to discuss and make recommendations in relation to public participation with Committee meetings through the Democratic process.	
Membership: 3 elected Members (1 Conservatives, 1 UKIP, 1 Labour)	Stakeholders: Community Groups/ Forums – Chairs Residents Key Officers
Quorum 2 Elected Members	Political Proportionality: The elected Members shall be appointed in accordance with Political Proportionality
Chair: The Chair will be elected by the membership of the Task and Finish Group. The election will take place at the first meeting of the Task and Finish Group.	Meeting Schedule: To be agreed at the first meeting.
Duration: The panel will be expected to complete all business and report back to its relevant Overview and Scrutiny Committee and Cabinet for a final decision by February/March 2018	
Activities The Task and Finish Group will undertake all but not exclusively the following activities: <ol style="list-style-type: none"> a) Receive an information pack from Officers on the current process for Members of the Public to ask questions at Committee meetings; b) Seek information from other comparative Councils to see how they operate questions from Members of the Public and compare, different processes in order to determine best practice; c) To review best practice of Public participation from central government; d) To hold a witness session with Group Leaders to get their views on the current process. To also invite or hold a separate Witness session with Monitoring Officer to understand his and Directors viewpoints; e) To hold a witness day in order to capture the views from different community groups in the Borough to seek the view of the Public on speaking at Council meetings. 	