

## **Scrutiny Task & Finish Group (TFG) Guidance**

### **1. Function of TFG**

Scrutiny committees may appoint smaller informal task and finish groups to carry out detailed examination of particular topics for report back to them. Such groups shall be appointed for a fixed period or to complete a fixed task on the expiry of or completion of which they shall cease to exist.

### **2. Establishing TFG**

A scrutiny committee may appoint a TFG to review anything within its own terms of reference. When considering the establishment of a TFG the scrutiny committee should ascertain member and officer resource available to support the work of the TFG.

### **3. Terms of Reference**

The scrutiny committee shall establish a terms of reference for the TFG, to include:

- the objectives of the review;
- expected outcomes.

These will be recorded in the minute establishing the TFG. The Terms of Reference may only be varied by the scrutiny committee.

The committee shall agree a timescale for the review with the TFG. Any variations to the agreed timescale should be reported to the scrutiny committee for its consideration.

### **4. Scoping the review**

The TFG should use its first meeting(s) to establish a project plan. This should outline the information it will need to carry out the review. Relevant officers and members should be consulted to ensure this is deliverable.

### **5. Membership**

The scrutiny committee shall agree the membership of the TFG. Any non-executive member can be a member of a TFG and there is no requirement for political balance.

TFGs work best as small groups and it is recommended that membership is set at between 5 – 7 members. TFG should agree a quorum of at least 3 members or 50%, whichever is the greater.

The TFG should be chaired by a member of the commissioning scrutiny committee.

### **6. Interests and party whip**

Members should declare any interests in line with arrangements outlined in the Constitution and the Code of Conduct.

Members with a prejudicial interest which is likely to arise so frequently during the course of the review as to hinder their contribution should not be a member of the TFG.

## **7. Meetings**

TFGs operate on an informal basis. They are a forum for information gathering and discussion. Attendance at meetings is by invitation only.

TFGs are confidential and confidentiality should be observed. TFG meetings are not open to the press or public.

## **8. Reporting to scrutiny committees**

When the review is completed, the TFG will submit a report to the scrutiny committee. The Chair of the TFG should present the report.

The report should reflect the range of views and evidence considered by the TFG, identify conclusions and make recommendations.

It is expected that the TFG will reach consensus on conclusions and recommendations.

Any parties who have contributed to the review may be invited to comment on the final report and its recommendations.