
Meeting	Business Management Overview & Scrutiny Committee
Date	11 March 2013
Subject	Effectiveness of Task and Finish Groups
Report of Summary	Scrutiny Office This report presents the findings and recommendations of the scrutiny working group which has considered the Effectiveness of Task and Finish Groups

Officer Contributors	Andrew Charlwood, Overview and Scrutiny Manager
Status (public or exempt)	Public
Wards Affected	N/A
Key Decision	N/A
Reason for urgency / exemption from call-in	N/A
Function of	Business Management Overview & Scrutiny Committee
Enclosures	Appendix 1 – Effectiveness of Task and Finish Groups Final Report
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1. RECOMMENDATIONS

- 1.1 Members of the Committee consider the findings of the report into the Effectiveness of Task and Finish Groups, as set out in the report attached at Appendix 1.**
- 1.2 Members of the Committee discuss and agree the recommendations of the Task and Finish Group.**
- 1.3 The agreed findings and recommendations are forwarded to the Executive for their consideration.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Business Management Overview and Scrutiny Sub-Committee, 18 April 2012, Decision Item 14 (Task and Finish Groups Appointments) – the Committee agreed to establish a group to consider the Effectiveness of Task and Finish Groups.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Overview and Scrutiny Committees, Panels and Task and Finish Groups must ensure that the work of Scrutiny is reflective of the council's priorities.
- 3.2 The three priority outcomes set out in the 2012/13 Corporate Plan are: –
 - Better services with less money
 - Sharing opportunities, sharing responsibilities
 - A successful London suburb

4. RISK MANAGEMENT ISSUES

- 4.1 None in the context of this report.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Under the Equality Act 2010 ("the Act"), the council and all other organisations exercising public functions on its behalf must have due regard to the need to:
 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - b) advance equality of opportunity between those with a protected characteristic and those without; and
 - c) promote good relations between those with a protected characteristic and those without.The 'protected characteristics' referred to are: age; disability; gender reassignment; pregnancy; maternity; race; religion or belief; sex; and sexual orientation. The duty to eliminate discrimination also extends to marriage and civil partnership.

5.2 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:

- The Council's leadership role in relation to diversity and inclusiveness; and
- The fulfilment of the Council's duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety.

5.3 Task and Finish Groups will need to take into account equalities considerations throughout the lifecycle of the review and through the ongoing monitoring, via the Scrutiny Office, by implementation of accepted recommendations.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

6.1 Task and Finish Group reviews must take into account value for money considerations when conducting their work, including the costs and benefits (both financial and non-financial) associated with any recommendations made by the Group.

6.2 Costs associated with administering Task and Finish Group and Scrutiny Panel reviews are primarily met from existing resources in the Governance Service. However, there is an expectation from Members that officers will allocate the resources necessary from their directorates to support reviews undertaken by scrutiny working groups.

7. LEGAL ISSUES

7.1 Any legal considerations as they relate to individual Task and Finish Group reviews are addressed at the commencement and throughout the review process.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

8.1 The scope of the Overview & Scrutiny Committees is contained within Part 2, Article 6 of the Council's Constitution.

8.2 The Terms of Reference of the Overview & Scrutiny Committees are set out in the Overview and Scrutiny Procedure Rules (Part 4 of the Constitution).

8.3 Item 7 and 8 of Business Management Overview & Scrutiny Committee Terms of Reference states that:

"The role of the Committee is to..

appoint scrutiny panels and Task and Finish Groups needed to facilitate the overview and scrutiny function” and to

coordinate and monitor the work of scrutiny panels and Task and Finish Groups, including considering reports and recommendations and referring to the relevant decision making body.”

9. BACKGROUND INFORMATION

- 9.1 Following consideration of a feasibility study, the Business Management Overview and Scrutiny Committee appointed a working group to consider the Effectiveness of Task and Finish Groups. The review was conducted between June and September 2012. Findings and recommendations arising are set out in Appendix 1.

10. LIST OF BACKGROUND PAPERS

- 10.1 As referred to in the report attached at Appendix 1.

Cleared by Finance (Officer's initials)	
Cleared by Legal (Officer's initials)	