

## Appendix 2

### **Protocol on the appointment of Members to Scrutiny Task and Finish Groups.**

At its meeting on 18<sup>th</sup> July Council agreed that Scrutiny Task and Finish Groups need no longer be politically balanced.

Previously membership had been determined by Group Leaders nominating members of their group.

This protocol outlines how Members will be appointed under the new arrangements.

Where a Scrutiny Committee decides that a Task and Finish Group should be established to examine a particular concern, the Committee should specify:

- (a) the minimum and maximum number of members to be appointed to the group
- (b) the task which is being remitted to the group.
- (c) where possible, the range of skills/abilities/knowledge/expertise required

All members will be notified of the decision and invited to express an interest in joining the group by responding with a brief note of how their particular range of skills and abilities match to the perceived requirements.

After the closing date for interests to be registered, the Chair of the appropriate Scrutiny Committee together with the Chair of the Performance Management Scrutiny Committee will consider the names, and may speak to the Members concerned to clarify any issues.

*Where the Task and Finish Group is being established by the Performance Management Scrutiny Committee, the Chair shall invite one of the other Chairs of Scrutiny to join him/her in assessing the Members names*

After due consideration, the Chairs shall appoint Members to the Task and Finish Group having regard to the range of skills/abilities/knowledge/expertise required against that offered by Members.

Membership of a political group should not be a factor in appointment, but where possible the Members appointed should include at least one member from each group, and for County Wide issues have an appropriate geographical spread so that differences between communities can be considered.

Care should be taken to secure the appropriate number of members for the delegated task.

For the avoidance of doubt and in the interests of openness where possible, a summary of the reasons for appointment of one member over another should be made and maintained.