

Appendix 5

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

This protocol outlines how Members will be appointed to Overview and Scrutiny Task and Finish groups.

Where the Overview and Scrutiny Committee or its sub-committee decides that a Task and Finish Group should be established to examine a particular concern, the Committee or relevant sub-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. Members with a disclosable pecuniary interest in the subject matter should not express an interest in joining the group.

After the closing date for interests to be registered, the Scrutiny Officer, in consultation with the Chair of the Overview and Scrutiny Committee or relevant sub-committee and the proposed chair of the task and finish group will consider those expressions of interest, and may speak to the Members concerned to clarify any issues.

After due consideration, Members shall be appointed to the Task and Finish Group having regard to the range of skills/abilities/knowledge/expertise demonstrated 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.

Once confirmed the membership of a Task and Finish group and the list of those who volunteered to join the Task and Finish group will be shared with all Members.

Where it is not possible to reach agreement on the membership of a Task and Finish group the make-up of the group would be based on political balance.

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.

Task and Finish groups can appoint outside persons with expertise as non-voting co-opted members to join the group for certain parts of the work.