

Item 2: Annex 3: Task and Finish Groups: Guidance Notes

Membership

The (xxxxxx) task and finish group will include: (names of Councillors, partners, officers, experts). Sub groups and advisors may be appointed, if necessary and their terms of reference will be agreed by the Task and Finish group.

Frequency of Meetings

The group will agree the frequency and intervals of its meetings in order to achieve its purpose and specific duties within the timescale agreed by the Area Committee.

Purpose of group

- Will enable delivery of key priorities and will ensure the Committee is making clear and tangible improvements for the benefit of the local residents.
- Drive forward Area Committee priorities identified in their work plan.
- Develop option(s) for addressing the identified priority in the short and longer term.
- Groups should include elected members and partners and will support the Lead Agent through a problem solving approach that will deliver against the priority.
- Carry out its work in a transparent, inclusive and timely manner.
- Services are reviewed and resources pooled, where relevant, with measurable actions that are monitored and feedback into Area Committee.
- Gather information, data and evidence via the Intelligence Hub.
- Be aware of other work streams happening across the City, for example, Scrutiny and LSP work plans and policy reviews, considering if actions/options would compliment or conflict with these.
- Build a picture of services, across sectors, being delivered which contribute to achieving the priority.
- Identify weaknesses and gaps in aspects of current ways of working, with proposals to address these.
- To present a range of outcome related actions ('options') for consideration and endorsement to Area Committee.

Budgetary responsibility

No budget is assigned to the Task and Finish group. Individual Area Committee's may agree to align a percentage of their SIB budget to a Task and Finish group to address the priority identified in the work plan, however requests for funding would need to be endorsed by Area Committee, or through the emergency protocol.

Communication by the Group

- The group shall be responsible for keeping the Area Committee and Area Officer informed of progress by the following mechanisms:
 - Sunderland website and Area Action Plans
 - Ward e-bulletin and East Community Newsletter
 - Update reports at Area Committee meetings.
- And through any other appropriate means identified by the task and finish group
- A schedule of action, identifying Lead and deadline dates will be produced within 7 working days and circulated for action, with regular updates.

Limits of group

The task and finish group will be responsible only for formulating recommendations on a range of actions (or 'options') to address identified issues, unless it is a clear emergency that requires action which must be taken before the Area Committee next meets to be effective in responding to community need. Recommendations of the task and finish group will be discussed and endorsed by the Area Committee.