

Procedure at a Scrutiny Task Group

23.1 A preliminary meeting will be held attended by the councillors appointed to the task group, the Scrutiny Secretary and the relevant Lead Officer for the purposes of:

- a) Determining the overall content and scope of the issue, subject to any terms of reference already established by the Scrutiny Committee.
- b) Agreeing the persons to be invited to answer questions and/or give evidence.
- c) Setting the approach to be taken (e.g. workshops, interviews, presentations, etc.)
- d) Scheduling sessions (e.g. full day, one or two half days, one or two evenings).

23.2 A scrutiny task group may meet in public or private as desired. When meeting in public notice of their meetings shall be given in accordance with the Council's Access to Information Procedure Rules.

23.3 Task group sessions shall normally include:

- a) Interviews, discussions, representations involving councillors, officers and external invitees as appropriate, followed by;
- b) Councillors debating the matter and making decisions upon their findings and recommendations.

23.4 Paragraphs 22.1(ii) and 22.2 above shall apply to a task group.

23.5 References to the rights of the Scrutiny Committee to request councillors and officers to attend and to invite persons from outside the Council to attend (paragraphs 16 and 17 above) shall apply in respect of the proceedings of a scrutiny task group.

23.6 The relevant Lead Officer will be responsible for preparing the report and findings on behalf of the task group.

23.7 The reports, findings and recommendations of a scrutiny task group shall be made public except where disclosure of information would be classed as either exempt or confidential.