

## Review and Appointment of Task and Working Groups

### Full Council, item 17

**Committee:** Full Council

**Date:** 13 May 2008

**Title:** Review and Appointment of Task and Working Groups

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Agenda Item

# 17

Item for decision

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### Summary

This report invites Members to review the current Task Groups and Working Groups and make appointments as necessary.

### Recommendations

That the suggested actions in Annex 1 be agreed and, where re-appointment is required, those groups be appointed with the number of Members identified, as guided by the list of current Members listed at Annex 2.

### Background Papers

Council Constitution

Various papers listing the terms of reference and memberships of the groups concerned

### Impact

Communication/Consultation	Roles and work of task groups to be clearly established.
Community Safety	N/A
Equalities	N/A[Assess impact on hard to reach groups etc]
Finance	Any increase or reduction in the number of groups will have a marginal impact on costs.
Human Rights	N/A
Legal implications	Need to comply with the Local Government and Housing Act 1989.
Ward-specific impacts	All
Workforce/Workplace	N/A

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### Situation

- 1 The Council's constitution requires that all task groups have an expiry date. Any such group will expire either on that date or on the production of the group's final report. If they are to continue beyond that time there needs to be a decision by the appointing body to re-appoint them.
- 2 Task groups may be appointed, or re-appointed where necessary by either the Council or any of its committees. By convention they are reviewed annually by the Council.
- 3 Working groups may only be appointed by the Council. The Constitution requires that all such groups are reviewed at the Annual meeting.
- 4 For the reasons outlined above, it is important that there is clarity as to the status and terms of reference of all task and working groups.
- 5 Suggestions as to proposed actions in relation to all existing groups are made in Annex 1. Once it has been decided which groups should be re-appointed, or newly established, Members are invited to make the necessary appointments. No other specific comments are felt to be necessary in this report.

### Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That groups continue in existence without clear purpose	Low	Medium	Annual (or more regular) review of purpose to ensure that groups are wound up when no longer required