

Subject:	Task and Finish Group Reporting Process	Status:	For Publication
Report to:	Overview & Scrutiny Committee	Date:	18 th June 2018
Report of:	Committee & Member Services Officer	Portfolio Holder:	Regulatory Services
Key Decision:	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: No
Biodiversity Impact Assessment	Required:	No	Attached: No
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1.	RECOMMENDATION(S)
1.1	That the revised Task and Finish Group Reporting Procedures are recommended to Full Council for approval.
1.2	That Governance Working Group and Full Council agree the Constitution amendments in relation to the new process.

2. PURPOSE OF REPORT

- 2.1 To inform members of proposed new arrangements for reporting once a Task and Finish Group has been completed.

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **A clean and green Rossendale:** our priority is to keep Rossendale clean and green for all of Rossendale's residents and visitors, and to take available opportunities to recycle and use energy from renewable sources more efficiently.
 - **A connected and successful Rossendale that welcomes sustainable growth:** our priority is to ensure that we are well connected to our residents, key partners and stakeholders. We want to make the most of every pound we spend and we are always looking for new and innovative ways to make the resources we do have, work harder for us.
 - **A proud, healthy and vibrant Rossendale:** our priority is to ensure that we are creating and maintaining a healthy and vibrant place for people to live and visit.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 There are no specific risk issues for members to consider arising from this report.

5. BACKGROUND AND OPTIONS

- 5.1 The Task and Finish Group reporting arrangements are currently being reviewed. At present, once a Task and Finish Group has completed its work the process is:-
- Report is taken to O&S Committee
 - O&S decides who the report is circulated to, which includes the relevant Cabinet Member.
 - Cabinet responds to the report.
 - The Cabinet response is taken back to an O&S Committee.

- 5.2 This procedure can take some considerable time, for example the report of the drug and alcohol task and finish group was presented to O&S in January 2017. Following the

procedure outlined at 5.1 and taking into account the election and purdah period, the final report did not come back to O&S until June 2017.

5.3 The proposed new arrangements are outlined at Appendix 1. These arrangements are designed to speed up and modernise the process. Once the Task and Finish Group have finalised their report, the report will be sent to the relevant places and people, and the O&S Committee will see the final version, complete with responses.

5.4 Involving the Portfolio Holders, relevant Senior Manager and the relevant Management Team Meeting at an earlier stage should ensure there is a more efficient response process before the report goes into the public domain.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 Any financial implications arising must be contained within existing budget resources.

7. MONITORING OFFICER

7.1 The Constitution will need to be updated to reflect new arrangements. These proposed amendments are at Appendix 2.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 There are no HR policy implications.

8.2 Consultation took place with Corporate Management Team, Cabinet Members and the Chair of O&S.

9. CONCLUSION

9.1 The new reporting proposals should streamline the Task and Finish Group process, resulting in a faster response to final reports and recommendations.

Appendices

Appendices	
Proposed Task and Finish Group Reporting Procedure	Appendix 1
Proposed Constitution Amends	Appendix 2