

## Consultation and Engagement Task and Finish

### Terms of Reference

#### 1. Membership

##### **Task and Finish Members**

Cllr John Birch

Cllr Matthew Chown

Cllr Helen Reeve

Cllr Joseph Rose (Group Chairman)

Cllr Barrie Spencer

Cllr Dan Thomas

##### **Lead Member**

Cllr Nicky Hopwood, Executive Lead  
Communications

##### **Officer Support:**

Lesley Crocker, Head of Communications

Neil Hawke, Head of Strategy

#### 2. Purpose of the group

The purpose of a Task and Finish Group is to either review existing and/or develop new Policy/Strategy. Task and Finish Group recommendations are, in the first instance, considered by the Overview and Scrutiny function before then being presented to either the Executive or Full Council for approval.

The purpose of this Group is to develop and deliver a consultation and engagement strategy framework for the Council. The Group will present its concluding report to the Joint Overview and Scrutiny Panel & DM Committee meeting to be held on 19 November 2020.

#### 3. Role & Function

- To review current consultation and engagement practice through questioning senior officers and Members within the Council and reviewing previous consultation and engagement activity;
- Conduct research and gather evidence of Consultation and Engagement best practice through table top research and engagement with representatives from groups such as the Local Government Association in order to inform our future Policy/Strategy;
- Consider and recommend a framework for consultation and engagement to include:-
  - A set of high level principles and standards for consultation and engagement;
  - Levels of participation for Information, Consultation and Engagement being proportionate;
  - The role of Elected Members in consultation and engagement;
  - Inclusion – how we would engage our hard to reach residents;

#### 4. Governance Arrangements and Key Relationships

The Consultation and Engagement Task and Finish Group is accountable to the Joint Overview and Scrutiny Panel & DM Committee meeting. In addition, a key relationship is

that with the lead Executive Member for Communications, who has responsibility for Communications and Engagement of the Council.

#### 5. Duration

The Task and Finish Group will have no decision-making powers and will provide progress updates at every meeting of the Overview and Scrutiny Panel to ensure that the development of the Consultation and Engagement Strategy framework remains within scope. The Group will present its concluding report (and recommendations) to the Joint O&S Panel / DM Committee meeting on 19 November 2020.

#### 6. Meeting and Working Practices

The Group Chairman may call a meeting of the Group as and when required. Any such meetings shall be held remotely (over Skype or other such technology) until such a time as a Council decision is taken to reinstate face to face meetings.

Any Member of the Council may attend a Group meeting and, at the discretion of the Chairman, may take part in the deliberations.

The Quorum of the Group will be 4 Members.

The Group may invite partners and stakeholders as appropriate to support their work.