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## Chelmsford City Council Overview and Scrutiny Committee

**21 November 2022**

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### Terms of Reference for Task and Finish Group

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**Report by:**

Director of Connected Chelmsford

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**Officer Contact:**

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**Purpose:**

The purpose of this report is to agree the draft terms of reference and appoint members for a new Task and Finish Group on a review of Chelmsford's Cultural Strategy.

**Recommendations:**

1. That the Committee agrees the terms of reference for the task and finish group to review Chelmsford's Cultural Strategy.
  2. The Committee is asked to agree the membership of the Group.
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1. Appointment of Members to Task and Finish Groups

1.1 The arrangements for setting up Task and Finish Groups are set out in Part 3.2.2(e) of the Council's Constitution:

<b>Overview and Scrutiny Task and Finish Groups</b>			
<p><b>Membership</b></p> <ol style="list-style-type: none"> <li>1. At least two and no more than nine councillors;</li> <li>2. If not already appointed by the Committee on the setting up of the Task and Finish Group, each Group shall elect a chairman or vice chairman from among its councillor membership</li> <li>3. Each Group may include (i) councillors who are not members of Cabinet or the Overview and Scrutiny Committee and (ii) non-voting persons from outside the Council who have a particular knowledge of or interest in the subject matter for which the Group is responsible. Those persons shall be appointed only for the duration of the review and will not have the right to vote.</li> </ol>			
<b>Quorum</b>	<b>Substitutes</b>	<b>Politically Balanced</b>	<b>Frequency of meetings</b>
<b>TWO</b>	<b>NO</b>	<b>YES, as far as practicable</b>	<b>The panel shall decide the dates and times of its meetings.</b>
<b>Functions/Purpose</b>			<b>Delegations</b>
<ol style="list-style-type: none"> <li>1 Task and Finish Groups are responsible for undertaking in-depth reviews to investigate specific aspects of policy, services or issues of concern to the community. The work undertaken by Task and Finish Groups aims to influence and improve policy and service delivery.</li> <li>2 The Terms of Reference are to be agreed by the Overview and Scrutiny Committee.</li> </ol>			

<b>Procedure Rules</b>	<p>Panels and their meetings will not be regarded as meetings of the Council for the purposes of Section 100 of the Local Government Act 1972. The provisions of that Act and the Rules in Parts 4.1 and 4.2, other than the procedures described in this Rule, will not therefore apply to them.</p> <p><b>Part 4.5 - Overview and Scrutiny Procedure Rules</b></p>
<b>Codes</b>	<p><a href="#">Practice Note: Task and Finish Group Protocol for Chelmsford City Council</a></p> <p><b>Part 5.1 – Code of Conduct for Councillors</b></p>

- 1.1 The proposed terms of reference for this group are set out in Appendix 1 attached. The Committee is requested to indicate whether it is happy with those terms of reference and to appoint councillors and, if it wishes, other persons to serve on the group.

**List of appendices:**

Appendix 1 – Draft Terms of Reference for the Review of Chelmsford’s Cultural Strategy Task and Finish Group

**Background papers:**

None

**Corporate Implications**

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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**Consultees:**  
Not applicable

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**Relevant Policies and Strategies:**  
Not applicable

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Overview and Scrutiny Committee Task and finish group to undertake a review of Chelmsford's Cultural Strategy DRAFT TERMS OF REFERENCE	
Background:	<ul style="list-style-type: none"> <li>- Chelmsford Culture an independent Charitable Trust, is leading the development of a new Cultural Strategy for the district of Chelmsford.</li> <li>- Chelmsford City Council is a key stakeholder in its development, delivery, and evaluation.</li> <li>- Over the past five years Chelmsford City Council has undertaken a number of public consultations, workshops, summits, open forums etc and there is a sense of consultation fatigue.</li> <li>- However, there is still the need to both keep stakeholders, partners and communities involved in the development of the strategy.</li> </ul>
Objectives:	A task and finish group should be established to: <ul style="list-style-type: none"> <li>- Support access to seldom heard voices and often marginalised communities.</li> <li>- Test assumptions and evidence of current provision in Chelmsford including its strengths and weaknesses</li> <li>- Establish the contribution – social, economic and environmental - that culture makes to community and individual wellbeing</li> <li>- Test and confirm the strategy vision, objectives and support subsequent action planning and evaluation.</li> </ul>
Outcomes:	An informed, well rounded cultural strategy and action plan with stakeholder and community buy in.
Members:	Upto 7 Councillors
Director lead:	Director of Connected Chelmsford [Louise Goodwin]
Co-ordinating officer:	Democratic Services Officer [Daniel Bird]