



Bedfordshire

Fire & Rescue Authority

Procedural Rules for Task and Finish Groups including Call-In Task and Finish Groups

Terms of Reference, Constitution, Rules, and Procedures

Role

1. The Executive Committee and the Audit and Standards Committee may establish time limited Task and Finish Groups to conduct investigations or reviews on matters within the remit of that Committee. Moreover, the Audit and Standards Committee can establish Call-In Task and Finish Groups in accordance with Standing Order 6b.
2. The relevant Committee will set the terms of reference for each Task and Finish Group according to the purpose for which it is established.
3. To ensure proper co-ordination and use of resources the establishment of Task and Finish Groups will be subject to the approval of the Chairperson of the respective Committee.
4. No more than two Task and Finish Group can run concurrently across the Authority (not counting a Call-In Task and Finish Group within that number).

Constitution

5. The size of each Task and Finish Group will vary between 3 and 7 Members according to the purpose for which it is established.
6. Political balance will not apply.
7. The Task and Finish Group Chairperson shall be appointed by the Committee that has established the Group. A Call-In Task and Finish Group Chairperson shall be appointed by that Call-In Task and Finish Group.
8. Task and Finish Group membership (excepting a Call-In Task and Finish Group) shall be determined by the Monitoring Officer, in consultation with the Chief Finance Officer, the Committee Chairperson and the Task and Finish Group Chairperson designate.
9. Any Task and Finish Group (excepting a Call-In Task and Finish Group) may co-opt non-Authority members, provided they are not officers of the Authority nor of the

Authority's three appointing Councils, in a non-voting capacity, if requested by the establishing Committee.

10. Substitution arrangements will not apply.

Rules and Procedures

11. Final reports with findings and proposals will be submitted to the establishing Committee by the Task and Finish Group Chairperson.
12. Task and Finish Groups are informal working parties, not formal Committees, therefore with the exception of Call-in Task and Finish Groups the provisions of s.100A of the Local Government Act 1972 with regard to publication of agenda and access to meetings will not apply.
13. Notwithstanding the above, Task and Finish Groups will conduct their business in such ways that are effective, efficient, and appropriate to the task that is being carried out and will, wherever possible, conduct their business in an open and transparent manner and engage the public as fully as may be appropriate.
14. Task and Finish Groups may require the attendance of the Authority Chairperson, Group Leaders, and senior officers to assist with any reviews, investigations, a called in decision, or the development of any policy proposals.
15. Other Members of the Authority may attend and speak at meetings at the invitation of the Chairperson.
16. Members of the public, representatives of outside organisations and other stakeholders may be specifically invited to attend meetings for the purpose of providing information and/or for consultation purposes.
17. Papers for meetings will be compiled as necessary according to the task that is being undertaken.