AGENDA ITEM 18

**REVIEW OF THE TASK & FINISH AND WORKING GROUP APPROACH**

**Summary:** To provide a summary of the review findings

**Recommendation:**

**(a) That the summary of the review findings be noted;**

**(b) that the findings of the review be applied to the development of the Task & Finish and Working Groups approach to helping support the development and advancement of Board policy and practice.**

**Office Ref:** Martin Lane, Director (01451 862031)

**Background**

1. When the Board agreed to change from sub committees to task and finish groups and working groups in Spring 2018 it also agreed to review the effectiveness and efficiency of these new groups after eleven months, ahead of the 26th March 2019 AGM.

1. To inform this review Board Members were issued with a simple survey form and set of background information. The background information comprised:

* The agreed remit for each group
* The membership of each group (alongside that of the Executive Committee and other groups appointed at the AGM)
* A simple calendar of meetings since April 2018 to date
* A simple record of attendance of meetings from April 2018 to date

1. Board Members were asked to return completed survey forms by 10:00 a.m. on 18th February 2019.
2. Staff leading or supporting any task and finish or working groups were also invited to complete the survey.
3. The initial results of the survey are provided in **Appendix ‘A’**. The deadline for the survey returns coincided with the despatch of papers for the Executive Committee. An additional verbal report will therefore be given at the Committee meeting. The results of the survey will be discussed at the Board Member half day away day scheduled for the 4th March 2019.

**Supporting paper(s):**

**Appendix ‘A’ - Initial findings from the Review of Task & Finish and Working Groups.**