

Agenda Item 12 Task and Finish Forum status report

1. Task and Finish Forum (TAFFS) fall into 3 types:
 - One off, for example to deal with the service plan template
 - Those with a clear end-date where the work load and completion of the project is entirely within the TAFF's control, for example on anti-social behaviour
 - Where an end-date cannot be set at the outset, because the completion of the work may be dependent on partner, government or lottery decisions.
2. The Democratic Services team can service up to 4 TAFFS at any one time, plus the occasional 'one off' TAFF such as the Service Plan template
3. The proposal is to timetable TAFFS with end-dates, with a view to normally making their final report to Overview or Scrutiny within 6 months maximum of the first meeting. The timetable can be agreed at the first meeting.
4. Members will be encouraged to focus on the strategic issues, as well as the detail, and to maximise the potential for consultation and community engagement.
5. As soon as a clear end date for a TAFF has been set and agreed by its Chairman, then any TAFFS awaiting timetabling can have their first date set. This may be up to two months ahead.

TaFF	Duration	Terms of Reference	Report to	Status
Beach Concessions Membership: T J R Wood C Gibbings Mrs P A Graham R C Peachey B O Ingham D R A Key G Godbeer	Meetings planned to deal with concession issues at Sidmouth and Budleigh Salterton	"To consider Beach concessions in three broad areas, namely: 1. Office practices and procedures associated with the granting of beach concessions; 2. Their terms and conditions attached to beach concessions, including the level of fees charges; 3. The arrangements for monitoring adherence to the terms and conditions of beach concessions granted."	Overview	Active
Honiton Community Centre Membership: G K Liverton R C Peachey J A Knight A T Moulding + 3 Members to be decided		'to examine the property issues surrounding the intended leasing or disposal of the Council's property for the purpose of delivering the intended facility and to examine the adequacy of control measures in place to minimise the risk to the Council of the projects not being completed, including advising on any ongoing review mechanisms that may be appropriate'.	Overview	On hold

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Audit and Governance R Bloxham D Button C Gibbings T Wood		"to review the structure and conditions of the internal audit team to address the matters (real or perceived) listed in the main body of the report by Member Champion for Corporate Risk Management."	Audit and Governance	Active
Sustainable Building	To be decided	"to investigate and bring about implementation of a pilot of smaller scale housing projects that encompass all, or some, of the following criteria: they use alternative materials, such as wood; they promote the use of sustainable materials and services in a comprehensive way; they promote the use of reclaimed and recycled materials; they use a different approach such as use of a "park home" style development for affordable housing"	Overview	On hold