

Agenda Item 11 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	On hold until December 2008, when a review of the decisions taken will be considered.	"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	On hold
Honiton Community Centre Membership: G K Liverton R C Peachey 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

TaFF	Duration	Terms of Reference	Report to	Status
Sustainable Building David Key Graham Brown Vivien Ash Frances Newth Graham Godbeer Andrew Dinnis Steve Wragg	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	Active
Engaging & involving young people Margaret Rogers Christine Drew Frances Newth Iain Chubb Roger Giles Jim Knight Jill Elson	Second meeting 8 October 2008	<ol style="list-style-type: none"> 1. To focus on young people between the ages of 12 and 18; 2. To establish a working group of individuals from dialogue with both young people themselves and agencies who work with young people; 3. To review and use existing data to inform debate and recommendations; 4. To consider any approaches used by Councils of a similar type to East Devon; 5. To formulate a recommendation (and an Action Plan if appropriate) to Scrutiny Committee; 6. To clearly set out, for those young people who are involved, what they may reasonably expect from their involvement; 7. To recognise that young people do not form one single homogeneous group, but have widely differing needs and aspirations, and establish how to address this; 8. To recognise that the needs, aspirations, priorities and interests of individual young people can rapidly change between the ages of 12 and 18, and establish how to address this; 9. To work in a way that is sensitive to the constraints on, and interests of, young people to include suitable timings, location, safety and areas of interest 	Scrutiny	Active
Exmouth Byelaws Eileen Wragg Pat Graham Vivien Duval-Steer Exmouth Town Councillors: Ian Stuart and Sandy Sutton	To be decided	To be decided	Scrutiny	Active

Review and Decommissioning of sheltered housing Vivien Ash Jim Knight John Humphreys Ann Bickham Sue Sanders Christine Morrison	To be decided	To be decided	Housing Review Board	Active
Task Specific Training for present & future HRB members (to include human resources) Membership to be decided	To be decided	To be decided	Housing Review Board	Active