



**Service Delivery
Committee**

8 July 2014

Matter for Decision

Title: **Adoption of Terms of Reference for Task Groups**

Author: **Mark Hall – Chief Executive**

1. Introduction

This report requests the consideration and adoption of the appended terms of reference documents for the Greening of the Borough and Health and Wellbeing Board.

2. Recommendations

2.1 That the Committee considers and adopts the terms of reference documents for the Greening of the Borough and Health and Wellbeing Board, which are appended to this report as Appendix 1 and 2 respectively.

3. Information

3.1 On 29 April 2014, the Council adopted the recommendations of the 'Evolving the Council's Governance' report.

3.2 As part of that report it was agreed that a review of all existing Working Groups should take place early in 2014/15 to assess their relevance, if they are still needed and if so to revisit and firm up their purpose, terms of reference, reporting lines, relationships to other groups (to prevent silo working), frequency of meetings (which would be published in the annual Calendar), and membership.

3.3 The attached terms of reference are based on a standard format and incorporate the key outcomes that have been discussed and agreed by each respective Task Group.

3.4 At the time of this Committee meeting, the new Waste Task Group has not met and so terms of reference for that Task Group will be brought to the next meeting of this Committee on 21 October 2014.

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Background Papers:- Evolving The Council's Governance – 29 April 2014

Implications	
Financial (PL)	No significant implications
Risk	CR6; Regulatory Governance
Equalities (KG)	An EIA needs to be undertaken in respect of each working group
Legal (KG)	No significant implications