

A. Working Groups / Task and Finish Groups
1. Chairing <ul style="list-style-type: none">- Leadership and responsibility for motivating and steering the work of the group to achieve the agreed goals
2. Membership <ul style="list-style-type: none">- Reduced group membership numbers (max seven) and agreed by whips- Continuity of membership and attendance
3. Scopes <ul style="list-style-type: none">- Well-defined parameters aims and objectives- Agreed by OSMB
4. Scheduling and timing are crucial and must be checked before initiating work
5. Clear criteria for topic selection
6. Groups to individually agree protocol for Cabinet Member involvement
7. Prior agreement of senior officer involvement
8. Group members take responsibility for ensuring their political groups are informed
9. All meetings are routed through scrutiny officers
10. Clear lines of reporting and accountability to OSMB

B. Commission Meetings

1. Chairing:

- Ensuring the commission works collaboratively
- Takes responsibility for motivating and guiding the work of the commission to achieve its objectives

2. Membership

- fixed and pre-agreed (by whips)

3. Work programme setting

- One scrutiny work programme managed and overseen by OSMB
- Selection criteria for topics

4. Dates and frequency TBC

- Pre-arranged well in advance

5. Agendas

- planned well-in-advance
- themed where possible

6. Meeting papers

- Reports kept concise with very technical information put into appendices
- Minimise the use of presentations (allow short slide deck only if accompanied by a written report)
- Information only reports – to be published in papers but not take up precious meeting time
- Member briefings must be separate

7. Agenda Planning Meetings

- agreed format
- potential open invitation to all members (*may require further discussion*)
- planned lines of enquiry (improving the quality of the questioning)
- determining desired outcomes from each agenda item

8. Agreed senior officer involvement