

**CHILDREN AND YOUNG PEOPLE SELECT (OVERVIEW AND SCRUTINY)  
COMMITTEE  
TASK AND FINISH WORKING GROUP ON THE DIRECTORATE SP25  
PROPOSALS THAT REQUIRE A STAGE 2 CONSULTATION**

**TERMS OF REFERENCE**

**1. Introduction**

1.1 This Task and Finish Working Group is being established to assist the Children's Services Directorate with the decision-making process in respect of its SP25 proposals and the associated Stage 2 Consultation in relation to libraries.

**2. Role and Purpose of the Task and Finish Working Group**

2.1 The Task and Finish Working Group is a working group of the Children and Young People Select (Overview and Scrutiny) Committee and is appointed in accordance with the Constitution of Hampshire County Council.

2.2 The Task and Finish Working Group's purpose is to oversee and scrutinise the approach and outcomes of the Stage 2 Consultation in relation to the following SP25 Proposals:

2.2.1 Library Service Asset and Stock Review (£0.20m)

2.3 The Task and Finish Working Group will assist the Directorate by giving feedback on the overall approach to engagement with key stakeholder groups and will review and provide feedback on the presentation of the outcome of the Stage 2 Consultation process.

2.4 The Task and Finish Working Group will provide a report on its activities to the Children and Young People Select (Overview and Scrutiny) Committee for consideration.

**3. Objectives**

3.1 To support the Directorate with the approach to engagement and consultation with key stakeholder groups.

3.2 To review feedback from engagement and formal public consultation with a wide range of stakeholders, in relation to the Directorate Stage 2 Consultations listed above.

3.3 To consider and provide comment on impact assessments.

#### **4. Outcomes**

- 4.1 To provide updates to the Children and Young People Select (Overview and Scrutiny) Committee on the progress of the Stage 2 Consultations listed above.
- 4.2 To provide feedback regarding the Stage 2 Consultation to the Directorate.
- 4.3 To submit a report to the Children and Young People Select (Overview and Scrutiny) Committee to be considered alongside any Officer Recommendations before the Committee for pre-decision scrutiny.

#### **5. Method**

- 5.1 The Task and Finish Working Group will meet with Directorate officers to consider the evidence leading to recommendations for decisions on the proposed savings proposals.
- 5.2 At each meeting, the Task and Finish Working Group will provide feedback to Officers on the stated objectives of the review.
- 5.3 Where the Task and Finish Working Group reasonably requires further information in order to meet its objectives such information will be provided by Officers.

#### **6. Membership**

- 6.1 The Task and Finish Working Group shall be a cross party group made up of Members of the Children and Young People Select (Overview and Scrutiny) Committee (consisting of a total of 8 Members, (5 Conservative Group, 2 Liberal Democrat Group, and either 1 Labour Group or 1 Independent Group).

#### **7. Meetings**

- 7.1 The Working Group will hold an initial meeting on the 13 December 2023 to review the finalised consultation document and to also understand the timeline for reviewing and making recommendations on the outcomes of the planned formal public consultation.
- 7.2 At its initial meeting the Task and Finish Working Group shall appoint a Chairman from among its Members.
- 7.3 The Task and Finish Working Group will meet after the Stage 2 Consultation to provide feedback to Officers and to agree its report to the Children and Young People Select (Overview and Scrutiny) Committee. The content of the Report will be agreed by consensus.
- 7.4 Meetings of the Task and Finish Working Group can be either in person, remote or hybrid.
- 7.5 Following the submission of the Report the Task and Finish Working Group will cease to exist.

**8. Code of Conduct**

- 8.1 Elected Members of the Working Group shall comply with the Hampshire County Council's Code of Conduct for Members.