

Communities, Highways and Environment Scrutiny Committee

Scrutiny Task and Finish Group

Library Service Customer Digital Offer

Terms of Reference

Scope

Following discussion by the Business Planning Group, the Communities, Highways and Environment Scrutiny Committee agreed the establishment of a Scrutiny Task and Finish Group (TFG) to act as a critical friend for the plans to refresh the Library Service Customer Digital Offer.

Members of the Committee were invited to volunteer to serve on the TFG in the first instance, membership of which must be cross-party. Group leaders were also consulted before the final membership was agreed. A TFG must comprise no more than seven members.

The TFG will look into the proposals for the Library Service Customer Digital Offer and members will be expected to bring insight from their own conversations with residents on IT and what can be done to reduce digital exclusion.

The Library Service is looking to host two pilot sites to trial the proposed offer, and one of the Group meetings will be held at one of these libraries to allow Group members to see the public using the new offer. Members will also be invited to trial the arrangements themselves.

Methodology

It is proposed that the TFG will meet informally, first virtually in July and then in September at one of the pilot locations.

After each meeting, a summary of the discussion will be passed to Cabinet Member for Community Support, Fire and Rescue. At the conclusion of the final meeting, the Chairman will summarise the Group's main recommendations for the agreement of the Group. However, all comments made by the Group during the course of the session will be passed back to the Cabinet Member by service officers, for consideration.

The Group's final report will be passed to the Cabinet Member and shared with the wider Committee. It will also be published on the Council's website. The Cabinet Member's response to the recommendations will be published at a future Committee meeting.

Membership

- David Britton
- Keir Greenway
- Andrew Kerry-Bedell
- Simon Oakley
- Chris Oxlade

- Sarah Sharp

The Chairman will be appointed by the Group at the outset of its meeting.

Reporting arrangements

Given the preparation timeline, the TFG will report directly to the Cabinet Member and the report will be shared with CHESC members and published on the County Council website.