



Overview and Scrutiny Review of Advice Services in Manchester Task and Finish Group

Date: Monday, 30 September 2019

Time: 4.30 pm

Venue: Council Antechamber - Level 2, Town Hall Extension

Everyone is welcome to attend this Task and Finish Group meeting.

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension. That lobby can also be reached from the St. Peter's Square entrance and from Library Walk. **There is no public access from the Lloyd Street entrances of the Extension.**

Membership

Councillors - Collins, M Dar, Doswell, Douglas, Grimshaw and Hacking (Chair)

Agenda

1. **Introduction to the Terms of Reference** 3 - 4
To receive the Terms of Reference for the Task and Finish Group.
2. **The Current Position - to follow**
3. **Gaps in Provision**
Member-led discussion to identify gaps in the provision of Advice Services.
4. **Work Programme** 5 - 6
To review and agree the Task and Finish Group's work programme, and consider any changes or additions that are necessary.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

Rachel McKeon
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This agenda was issued on **23 September 2019** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Mount Street Elevation), Manchester M60 2LA

Title	Review of Advice Services in Manchester Task and Finish Group
Membership	Councillor Collins, M Dar, Doswell, Douglas, Grimshaw and Hacking (Chair)
Lead Executive Members	Councillor Craig
Strategic Directors	Bernadette Enright - Executive Director of Adult Social Services
Lead Officers	Mike Wright – Director of Homelessness
Contact Officer	Rachel McKeon – Scrutiny Support Officer
Objectives	<p>To determine how provision of advice services in Manchester can be improved, to include consideration of:</p> <ul style="list-style-type: none"> • how gaps in provision can be addressed. • how more can be achieved within limited resources. • opportunities for additional provision outside of existing contracts and funding arrangements. • how advice services are delivered, including opportunities to work with new partners.
Key Lines of Enquiry	<ol style="list-style-type: none"> 1. To gain an understanding of the current situation. 2. To identify any gaps in provision, for example, by type of advice or geographic area. 3. To hear the perspectives of external stakeholders.
	<p>This Task and Finish group will report its findings to the Communities and Equalities Scrutiny Committee by submitting minutes to the Committee. The Task and Finish Group's final report will be submitted to the Committee, which will be asked to endorse its recommendations.</p>
Access to Information	<p>Meetings of the Task and Finish Group will be open to members of the media and public except where information which is confidential or exempt from publication is being considered.</p> <p>Papers for the Task and Finish Group will be made available to members of the media and public on the Council's website and in the Rates Hall of the Town Hall Extension except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	<p>30 September 2019</p> <p>Other dates to be confirmed</p>
Commissioned	September 2019

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**Communities and Equalities Scrutiny Committee
Review of Advice Services in Manchester Task and Finish Group
Work Programme**

Meeting 1 – 30 September 2019, 4.30 pm				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Introduction to the Terms of Reference	To receive the Terms of Reference for the Task and Finish Group.		Mike Wright/ Rachel McKeon	
The Current Position	To receive an overview of the current situation in relation to Advice Services in Manchester, including the current provision for different groups and geographic areas, what the Council is doing and what can and cannot be done from a procurement perspective.	Councillor Craig	Mike Wright	
Gaps in Provision	Member-led discussion to identify gaps in the provision of Advice Services.	Councillor Craig	Rachel McKeon	
Work Programme	To review and agree the Task and Finish Group's work programme, and consider any changes or additions that are necessary.		Rachel McKeon	

Meeting 2 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Perspectives of External Stakeholders	To hear the perspectives of a range of external stakeholders.	Councillor Craig	Rachel McKeon	Invitations to be confirmed
Terms of Reference and Work Programme	To review and agree the Task and Finish Group's terms of reference and work programme, and		Rachel McKeon	

	consider any changes or additions that are necessary.			
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Meeting 3 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Final Recommendations	To agree the Task and Finish Group’s final recommendations. (To be incorporated into a Final Report which will be agreed by Members via email prior to submission to the Communities and Equalities Scrutiny Committee.)		Rachel McKeon	
Terms of Reference and Work Programme	To review and agree the Task and Finish Group’s terms of reference and work programme, and consider any changes or additions that are necessary. To consider whether the three substantive meetings that the Task and Finish Group has had have been sufficient to meet the Group’s objectives, or whether further meetings are necessary.		Rachel McKeon	