

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

Meeting 1 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Focus of the Task and Finish Group	Member-led discussion on the focus of the task and finish group and key lines of enquiry for future meetings, within the scope set out in the terms of reference.	Councillor Craig	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.		Rachel McKeon	

Meeting 2 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
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	
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
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 consider any changes or additions that are necessary.		Rachel McKeon	

Meeting 4 – 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 four 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	