

## ALN Guidelines – Task & Finish Groups

Task and Finish Groups may be established by the Board and Steering Group to conduct an in-depth review of a service or issue that affects all (or the majority of) ALN members.

ALN SIGs and CoPs may also wish to establish Task & Finish Groups from time to time to research for a specific project or purpose, for example. In these cases, the chairs of the groups should inform the Steering Group via the Development Managers and include all information regarding the work of the Task & Finish Group in their existing reporting structures.

The Steering Group will suggest the number of members required and will seek volunteers from within the membership to join the group. The Steering Group will also suggest a timescale in which to undertake the work; however, this can be amended by the Task & Finish Group once work has begun.

The Task & Finish Group will be tasked with gathering evidence through a variety of means, including:

- written evidence via, for example, surveys
- oral evidence via, for example, interviews and meetings
- site visits, if appropriate
- visiting other organisations, such as partners, ALN groups

Once the evidence has been gathered, the Task & Finish Group will produce a report to be submitted to the next appropriate Board meeting, outlining details of the review process, evidence gathered, conclusions and recommendations.