

Executive Arrangements 25 September 2019

Report of the Leader

PURPOSE OF REPORT

To inform Council that Rule 20 of the Cabinet Procedure Rules has been amended as set out in the report.

This report is public

RECOMMENDATION

(1) That the report be noted.

1.0 Background

- 1.1 On 6 August 2019, Cabinet established a structure of Advisory Groups. The Cabinet Liaison Groups which had been in existence in 2018/19 were stood down (Cabinet minute number 6 refers).
- 1.2 Advisory Groups are bodies to assist Cabinet Members to engage with communities and stakeholders on the Council's core priorities. Rule 20 of the Cabinet Procedure Rules, which had previously set out the rules and terms of reference of Cabinet Liaison Groups, was necessarily amended to set out the terms of formation and operation of Advisory Groups.
- 1.3 Amended Rule 20 is appended, for members' information.

2.0 Conclusion

- 2.1 This report is submitted in accordance with Rule 1.2 of the Cabinet Procedure Rules and is for noting.

Rule 20 – Advisory Groups

- (a) Advisory Groups are informal bodies that may be created by Cabinet. They are purely consultative and not decision-making. They will be chaired by a member of Cabinet, and may be co-chaired between cabinet members, or a cabinet member and a member of the group and there is no restriction on size although the group must be limited to what is manageable and effective for their purpose. They may be time limited or of longer standing, again depending on their purpose.
- (b) The participants in the Group will be by invitation of the Chair and can be made up from any or all of the following:
- Other members of Cabinet
 - Others from outside the Council
 - Other members of Council not on Cabinet
 - Council officers
- (c) *Terms of Reference:* Their Terms of Reference are to facilitate meaningful engagement and discussion with communities and stakeholders, with each group reflecting on focus areas role in:
- responding to the climate emergency;
 - contributing to community wealth-building;
 - taking an approach of asset-based community development; and
 - strengthening community engagement.
- Further terms of reference may be agreed upon by each Advisory Group, within the terms of the broad topic area, and observing the focus areas above.
- (d) Specific outcomes from their meetings may generate requests for pieces of work to be undertaken by Officers or partner bodies, or Overview and Scrutiny committee to set up a Task Group to undertake a specific piece of work, or a specific report to Cabinet, Committees of Cabinet, individual Cabinet members, or other Committees of Council recommending action for determination.