

## **Protocol for Advisory Bodies**

### **Advisory Bodies**

The Constitution provides that the Executive, the Overview and Scrutiny Committee and other Council Committees can set up Advisory Bodies to assist them in discharging their functions.

Advisory Bodies should take one of two forms:

1. Working Groups
2. Task Groups

Working Groups cover an area of the Council's activity, e.g. Housing, or Development Control.

Task Groups are set up to deal with single issues and are time limited.

All Working Groups and Task Groups will cease at the end of the municipal year. The appointing body or individual may re-establish a Group for the new municipal year if there is a need for the work to continue.

All Working Groups and Task Groups will be advised by officers as appropriate. The Corporate Management Board will also set up Officer Working Groups to consider and report on operational and managerial issues.

The remainder of this protocol establishes a Framework Procedure for Working Groups and Task Groups.

### **Framework Procedure**

#### **Appointment:**

- Advisory Bodies may be set up by the Executive, Overview and Scrutiny Committee, the Council or any Council Committee

#### **Membership:**

- The membership of each Advisory Body will be determined by the person or body setting up the Body.
- In each case the membership of the Body shall be limited to not more than seven.
- Non-members can be appointed to Advisory Bodies.
- Any member of the Council may attend an Advisory Body meeting as an observer and may otherwise participate at the discretion of the Chairman.

#### **Terms of Reference:**

- Each Working Group will deal with a specific area or areas of the Council's activities e.g. Housing; Development Control; etc.
- Each Task Group will deal with a specific issue or specific related issues whether inside or outside the direct control of the Council.

- Each Advisory Body will have a Terms of Reference prescribed or approved by the person or body appointing the Body, and in the case of Task Groups the Terms of Reference will include a date for a final report to the appointing person or body.

**Agenda and Minutes:**

- Agenda and minutes will be produced for all Advisory Body meetings and made available as soon as possible to all members of the Council. These are not documents to which the public have a right of access and shall remain confidential to the Council unless the Chairman of the Advisory Body decides otherwise.

**Chair:**

- Each Advisory Body will elect its Chairman at the first meeting of the Advisory Body, unless the Body was set up by the Executive in which case the Leader or the appropriate Lead Member will be the Chairman.
- If the Chairman is not able to attend a meeting and the meeting proceeds, the Advisory Body will elect a Chairman for the meeting from those members of the Advisory Body present, unless the Body was set up by the Executive in which case the Leader or the appropriate Lead Member will nominate a Chairman for the meeting.

**Procedure:**

- There is no quorum for an Advisory Body.
- The Council's Procedure Rules with regard to debate do not apply to Advisory Body and the rules of discussion and debate will be at the discretion of the Chairman.
- The Access to Information Procedure Rules will not apply to Advisory Body meetings and the meetings will be held in private unless the public are specifically invited to attend.

**Consultation:**

- Advisory Body may consult with any person or body outside the Council or arrange for public consultation.

**Recommendations:**

- Each Advisory Body will report back to the appointing person or body with recommendations where appropriate.
- Recommendations made by Advisory Bodies established by Council or its Committees shall either be made by consensus or if a consensus can not be reached, by a majority show of hands. In the event of a tie, the Chairman shall have a casting vote.
- The recommendations of an Advisory Body was set up by the Executive will be those of the Leader or appropriate Lead Member. Notes of these recommendations may also reflect minority opinion