

ANNEX 10 - GUIDELINES FOR PANELS

A. LOCAL PANELS

- (1) There are 10 Local Panels, each comprising the County Councillors for a District Council area.
- (2) The role of each Panel is to:
 - ensure members are thoroughly briefed on local issues
 - enable members to feedback their views to Council
 - advise on local consultation by the Council
 - oversee and encourage local partnerships with the District Council and other partners.
- (3) Each Panel shall determine its own timetable and procedures.

B. CABINET PANELS

- (1) Cabinet Panels may be established by the Executive, or by the County Secretary after consultation with the relevant Executive Member.
- (2) Their members shall be appointed by the Executive, or by the County Secretary after consultation with the relevant Executive Member. The rules of political proportionality shall apply to their membership.
- (3) They shall appoint their own Chairman (and Vice-Chairman if required) unless appointed by the Executive.
- (4) The Chairman if present shall preside; if not present the Vice Chairman (if appointed) shall preside. If there is no Chairman or Vice-Chairman present the members present shall elect a person to preside.
- (5) The date and place of meetings shall be set by the Chairman as far ahead as possible and notified to members. Once a date is set it will not be changed without consulting other members.

All meetings will be open to the public, press and other councillors, unless the body decided to close the whole or part of a meeting on specified grounds of confidentiality.

The quorum for a meeting is one quarter of the members, with a minimum of three.

Smoking is prohibited at meetings.

- (6) An agenda and reports will be sent to members at least three clear working days in advance of each meeting.

Minutes of each meeting will be produced and circulated to members of the body.

If any papers or proceedings of a body are declared to be confidential, members of the body shall honour that confidentiality unless they agree otherwise or the material becomes public in the ordinary course of business.

- (7) Cabinet Panels shall report to the Executive, and may refer matters to the relevant Scrutiny Committee for comment.

C. TOPIC GROUPS AND BEST VALUE REVIEW GROUPS

- (1) These bodies may be established by a Scrutiny Committee or by the County Secretary after consultation with the Chairman and Vice-Chairman.
- (2) Their members shall be appointed by the Scrutiny Committee or by the County Secretary after consultation with the Chairman and Vice-Chairman. The rules of political proportionality shall apply to their membership.
- (3) They shall appoint their own Chairman (and Vice-Chairman if required) unless appointed by the Scrutiny Committee.
- (4) Guidelines B(4)-(6) shall apply to meetings.
- (5) Topic Groups shall report to their Scrutiny Committee. Best Value Review Groups shall report direct to the Executive.