

CABINET PANELS

- Cabinet Panels may be established by the Cabinet
- Cabinet Panels will be established by the Cabinet in order to examine a specific area of work or policy. They will be clearly defined and have an agreed Terms of Reference for the required piece of work or area of policy to be reviewed. The brief and Terms of Reference will be defined by the Cabinet.
- The rules of political proportionality shall apply to the membership of each Panel
- Chairs of the Panels will be the relevant Portfolio holder .
- The date and place of meetings shall be set by the Chair of the Panel as far ahead as possible and notified to members. Once a date is set it will not be changed without consulting other members.
- The quorum for the meeting is one quarter of the members, with a minimum of three
- An agenda and reports will be sent to members at least 5 clear days in advance of each meeting
- Minutes of each meeting will be produced and published as per other formal Council meetings.
- Decisions will be formally recorded and subject to the same call in procedure as other committees
- Cabinet Panels shall report to the Cabinet, and may refer matters to the relevant Scrutiny Committee for comment.
- Panels will be time limited and terminated upon reporting unless their brief is extended by Cabinet.