

4. ADVISORY GROUPS

- (a) The executive may establish advisory groups to inform its decisions and assist it in the discharge of its functions whether by the executive as a whole or by a Committee of the executive or by a portfolio holder. It may do so upon its own initiative or upon the recommendation of the Scrutiny and Overview Committee or any councillor or councillors. The executive shall appoint the members of each advisory group.
- (b) Advisory Groups should normally not exceed 9 elected members and the executive may co-opt non-members of the Council. The relevant portfolio holder shall be an additional member. Appointment shall be according to relevant experience, knowledge and interest. The proper officer shall take appropriate soundings from available members in this behalf and shall suitably advertise any vacancies for membership of existing or proposed advisory groups. The Chairman and Vice-Chairman of Council and the relevant portfolio holder shall be consulted before any appointment is made.
- (c) Advisory Groups shall have a nominated lead officer (appointed by the executive).
- (d) A Member of the Scrutiny and Overview Committee shall be eligible for appointment to any advisory group(s) but shall not be involved in the scrutiny of any matter considered by any advisory group of which he/she is a member.
- (e) The terms of reference of each advisory group and its working term shall be determined by the executive. These may be varied from time to time by the executive after consulting the portfolio holder. The executive shall keep terms of reference and working terms of each advisory group under regular review.
- (f) The advisory groups shall each elect their own Chairman and vice-Chairman who shall be a councillor but need not be the relevant portfolio holder.
- (g) All members of the Council may attend and (with the agreement of the Chairman) speak at advisory group meetings. The Chairman may invite any other person or body to attend a meeting of an advisory group to inform discussion on any matter within its terms of reference.
- (h) Advisory group meetings should normally be minuted, and the minutes sent to all members but formally reported to executive only if relevant to current matters under consideration or for decision.
- (i) Any advisory group may meet in any location jointly with any other committee or advisory group of the Council or with any joint Committee or any other group or body of any other local authority to discuss any matter within its terms of reference.