

## **Appendix 5**

Constitutional amendment to be inserted as Standing Order 65.7 (cabinet Procedure Rules)

### 65.7 Cabinet Liaison Panels

(a) Cabinet Liaison Panels are informal bodies that may be created by Cabinet and they are purely consultative and not decision-making. They will be Chaired by a member of Cabinet 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, 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 act as an advisory board for Cabinet Members. A briefing to a Cabinet Liaison Panel is designed to elicit an opinion following informal discussion.

In this way, individual Cabinet members will have a wider information and advisory platform to inform executive decision-making and policy effectiveness.

(d) Specific outcomes from their meetings may generate requests for pieces of work to be undertaken by officers, partner bodies, a committee or task group of the Council.

(e) Each Liaison Panel will have their terms of reference and expected outputs approved by Cabinet before they meet.