

EXECUTIVE ADVISORY PANEL (EAP) TERMS OF REFERENCE (GENERAL)

Introduction

Executive Advisory Panels (EAPs) are established by the Leader of the Council to encourage collaborative working between the Executive and non-Executive members in developing future policy proposals.

Each Panel will have a workplan which will set out what policy development work will be undertaken throughout the year and when. This will be created by reviewing the Corporate Plan, Service Delivery Plans and listening to the Panels ideas.

Panels are not decision making but may make recommendations for future consideration by an Executive Member or the Executive.

Panels should not normally formulate recommendations on non-Executive functions which are the responsibility of Council, a non-Executive Committee or other body unless with the consent of said body.

Panels are not part of the scrutiny or audit function of the Council as prescribed in the Council's Constitution.

The following applies to all Executive Advisory Panels established under the Council's governance arrangements: -

1. Under the Constitution, the Leader of the Council has discretion to add, amend or delete the EAPs established.
2. Each EAP will be chaired by an Executive Member (to be determined by the Leader of the Council). In the event that the Chair is absent, the Leader or another member of the Executive may chair that particular meeting.
3. In addition to the Chair, each EAP will consist of 6 non-Executive Members who shall be determined by the respective political groups.
4. A named substitute non-Executive Member will be permitted for each political group represented on a Panel.
5. Any member of the Executive may attend an EAP meeting without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.
6. Although non-decision making, each EAP shall be politically balanced to ensure other recognised political groups have representation.
7. EAPs are not subject to the full Local Government Act 1972 (as amended), however they shall be conducted where practicable as if the 1972 Act applied.
8. Meetings of an EAP are open to public attendance except where confidential or exempt information is to be discussed
9. Meetings of the EAP may be held using "virtual meeting" technology or shall be onsite. Meetings will normally be live streamed, except where confidential or exempt information is to be discussed.

10. An EAP through the Chair may invite guest speakers or expert witnesses to attend a meeting of the EAP on an ad hoc basis.
11. A member of the Corporate Leadership Team (CLT) may attend meetings of an EAP without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.
12. Whilst some matters for discussion will clearly fall within the remit of one EAP, there may be occasions where an agenda item is cross-cutting. The Chairs of the respective EAPs shall decide which EAP acts as “lead.” The Leader of the Council shall act as arbiter where a resolution cannot be achieved.
13. Minutes/notes of each EAP shall be prepared and publicly available, except those sections dealing with confidential or exempt information. Full copies of minutes/notes taken shall be circulated to all Executive members and CLT in addition to the appropriate EAP members.
14. Agendas and reports will normally be circulated 5-clear working days prior to the meeting date. Urgency items may be discussed at a meeting, with the consent of the Chair, and subject to an explanation as to why an item is urgent, and notification to EAP members prior to the meeting commencing.
15. Each EAP will normally meet on a bi-monthly basis. A Chair of an EAP may request the cancellation or addition of a meeting having given due notice to the Proper Officer (or their deputy).

There is no requirement for formal reports to be submitted to EAPS, instead the Chair will encourage presentations, briefing notes or verbal discussions.

The Executive Advisory Panels currently established are: -

- **Active Communities EAP**
 Chaired by Councillor Helen Harrison/Councillor Helen Howell
 Lead Officer - David Watts/Director of Public Health & Wellbeing
- **Sustainable Communities EAP**
 Chaired by Councillor Harriet Pentland
 Lead Officer - George Candler
- **Future Communities EAP**
 Chaired by Councillor Scott Edwards
 Lead Officer- AnnMarie Dodds
- **Connected Communities EAP**
 Chaired by Councillor Lloyd Bunday

Lead Officer – Adele Wylie/Guy Holloway

- **Planning Communities EAP –**

Chaired by Councillor David Brackenbury

Lead Officer – Rob Harbour

- **Prosperous Communities EAP –**

Chaired by Councillor Graham Lawman/Councillor Matt Binley

Lead Officer – David Watts