

### **PART III – MEETINGS AND PROCEEDINGS OF WORKING GROUPS, BOARDS, REFERENCE GROUPS, MANAGEMENT GROUPS AND PANELS**

#### **65. APPLICATION OF COUNCIL PROCEDURE RULES TO WORKING GROUPS, BOARDS, REFERENCE GROUPS, MANAGEMENT GROUPS AND PANELS**

The Council Procedure Rules will apply to Working Groups, Boards, Reference Groups, Management Groups and Panels where indicated with any necessary modifications. For the purposes of interpretation of the Council Procedure Rules as they apply to Working Groups, Boards, Reference Groups, Management Groups and Panels, references to the “Mayor” shall be references to the Chair of the Working Group, Board, Reference Group, Management Group or Panel and references to the “Deputy Mayor” shall be references to the Vice-Chair (if any) of the Working Group, Board, Reference Group, Management Group or Panel.

#### **66. APPOINTMENT OF TASK AND FINISH WORKING GROUPS, BOARDS, REFERENCE GROUPS, MANAGEMENT GROUPS AND PANELS**

Task and Finish Working Groups, Boards, Reference Groups, Management Groups and Panels to examine and report on any detailed issue that has arisen may be appointed at any time by the Council or a Committee in accordance with Council Procedure Rule 41.

When appointing a Working Group, Board, Reference Group, Management Group or Panel the Council or a Committee will, at that time, name the membership. Any casual vacancies on that Working Group which occur in the future will be filled by the Executive Director: Resources and S151, in consultation with the Leader and Deputy Leader, using delegated powers granted under Rule 2.1 to appoint Councillors to seats allocated to Political Groups in accordance with the wishes of those Groups. The filling of vacancies will be reported by the Executive Director: Resources and S151 to the next meeting.

#### **67. POWERS AND DUTIES OF WORKING GROUPS, BOARDS, REFERENCE GROUPS, MANAGEMENT GROUPS AND PANELS**

Working Groups, Boards, Reference Groups, Management Groups and Panels do not have powers to determine issues. In all matters they must prepare reports for the Council or a Committee to consider as appropriate.

#### **68. MEMBERSHIP**

Membership of a Working Group, Board, Reference Group, Management Group or Panel may be drawn from Councillors who do not serve on the parent Committee and may include non-Councillors as Members.

#### **69. CHAIR AND VICE-CHAIR**

A Working Group, Board, Reference Group, Management Group or Panel will, at its first meeting, appoint a Chair and may, at the same time, appoint a Vice-Chair for the duration of its work.

#### **70. CASUAL VACANCIES**

Casual vacancies arising within Working Groups, Boards, Reference Groups, Management Groups and Panels will be filled in accordance with Council Procedure Rule 36.

**71. DATES, TIMES AND LOCATION OF MEETINGS**

Meetings of Working Groups, Boards, Reference Groups, Management Groups and Panels will be held at dates, times and venues to be arranged by the Executive Director: Resources and S151 in accordance with the wishes of the membership.

A Working Group, Board, Reference Group, Management Group or Panel will have regard to any instruction from its parent Committee about the timescale within which it must report and set dates accordingly, but it must have regard to the Schedule of Meetings as approved by the Council.

**72. TIME LIMIT FOR MEETINGS**

Council Procedure Rule 11 applies.

**73. AGENDA DESPATCH**

Where an Agenda is prepared in advance for Working Groups, Boards, Reference Groups, Management Groups and Panels, it will normally be sent to appointed Councillors only.

**74. REGISTER OF ATTENDANCE**

Members of Working Groups, Boards, Reference Groups, Management Groups and Panels will sign a register of attendance.

**75. QUORUM**

The quorum for Working Groups, Boards, Reference Groups, Management Groups or Panels is three Members.

**76. CHAIR**

The first item of business at the first meeting of each Working Group, Board, Reference Group, Management Group or Panel is the election of a Chair and/or Vice-Chair if required. In the absence of the Chair and/or Vice-Chair, if appointed, a Chair for that meeting shall be elected.

**77. OFFICER SUPPORT**

Council Procedure Rule 35 applies.

**78. CHAIR TAKING PART IN DEBATE**

In Working Groups, Boards, Reference Groups, Management Groups and Panels, it is accepted that the Chair will participate fully in the discussion at the meeting.

**79. NOTES**

A nominated Officer attending a meeting of a Working Group, Boards, Reference Group, Management Group or Panel will take Notes of the meeting in a format to be prescribed by the Executive Director: Resources and S151. A copy of all Notes of Working Groups, Boards, Reference Groups, Management Groups and Panels will be held by the Executive Director: Resources and S151.

**80. WORKING GROUP, BOARD, REFERENCE GROUP, MANAGEMENT GROUP AND PANEL REPORTS**

It is usual for a Working Group, Board, Reference Group, Management Group or Panel to issue a report at the end of its work programme, giving its recommendations. Interim reports may be submitted if the Working Group, Board, Reference Group, Management Group or Panel feels this to be appropriate or if the parent body requires. Notes of each meeting will not normally be submitted to the parent body/bodies for information.

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