

CABINET ADVISORY GROUP TERMS OF REFERENCE

1. Cross Party working is widely recognised as a valuable part of the democratic process and it is important that there is openness and transparency in the way that the Cabinet operates.
2. Bromsgrove District Council will facilitate all member engagement and consultation on decisions to be taken by Cabinet by way of Cabinet Advisory Groups (“CAGs”).
3. CAGs are not formal Committees of the Council. They are informal groups convened to enable all members to be aware of and to contribute to strategic and other items.
4. CAGs are not subject to any of the procedure rules in the Council’s Constitution. The rules on political proportionality also do not apply.
5. CAGs should not attempt to replicate the functional areas covered by the audit and overview and scrutiny committees.
6. Any elected member can attend a CAG meeting. The meetings will be chaired by the relevant Portfolio Holder(s). Officers and other Cabinet Members may attend.
7. CAG meetings can be conducted in person, or in virtual or hybrid format at the discretion of the group.
8. Dates for the CAGs will be included in the calendar of meetings in advance, although additional meetings can be scheduled throughout the year as and when required by the Portfolio Holder.
9. Democratic Services shall arrange meeting times and provide any documentation required in advance of the meeting. A note of the views of members in attendance will be taken and actions reported to the Cabinet Working Group. This will also be referenced in any report to Cabinet.
10. The normal rules relating to access to information apply, in terms of members and officers observing the confidentiality of exempt information.
11. The Code of Conduct applies when attending CAG meetings and declarations of interests will need to be declared as a standing item on the agenda. Some members may not be able to participate in some items due to their personal interests.