

Part 3

Section 6

Joint Committees, Working Groups, Service Panels and Outside Bodies

1. **Colchester and Ipswich Museums Service Joint Committee (CIMS) - Constitution**

1.1 **Membership**

- 1.1.1 The membership of the CIMS will comprise of 4 elected members (“Committee Members”), two appointed by each Partner Authority. The membership of the CIMS will include the Portfolio Holders with responsibility for Museums within their portfolio from each Partner Authority. In addition, each Partner Authority may appoint a substitute who may attend meetings of the CIMS in the absence of one of that Partner Authority’s Committee Members. No elected member may serve as a Committee Member or a substitute unless they are a member of the Partner Authority’s Executive/Cabinet.
- 1.1.2 The term of office of each Committee Member shall be determined by the Partner Authority appointing them, provided that for the duration of their appointment they remain a member of the Executive/Cabinet of their Partner Authority and have been appointed by the Partner Authority to be or remain a Committee Member.
- 1.1.3 Each Partner Authority shall notify the Clerk of the CIMS of the name and contact details of its Committee Members and Substitute Members.
- 1.1.4 A Partner Authority may change its appointed Committee Members at any time provided that written notice of any such change is given to the Clerk to the CIMS, taking effect upon receipt. Such written notice may be given by electronic mail.
- 1.1.5 Each Partner Authority may send appropriate officer(s) to meetings of the CIMS (or any Sub-Committee) to support its Committee Members.
- 1.1.6 Subject to 1.1.7, each Committee Member shall have one vote at meetings of the CIMS or any Sub-Committee.
- 1.1.7 In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.
- 1.1.8 All voting shall be by a show of hands, unless the provisions of paragraph 1.1.9 below apply. Any question coming before the CIMS shall be decided by a simple majority of those present and voting.
- 1.1.9 Recorded votes shall be taken if requested by any Committee Member, and any Member shall have the right to have the way they voted (or abstained) recorded in the minutes.

1.2 Support to the CIMS

1.2.1 The Clerk to the CIMS shall be a senior officer of Ipswich as nominated from time to time by Ipswich in writing to the Chairman of CIMS.

1.2.2 The functions and responsibilities of the Clerk to the CIMS shall be as follows:-

- a) to make all necessary arrangements for the convening of meetings of the CIMS and any Sub-Committees;
- b) to provide, or, where necessary, procure the provision of, all necessary advice on the technical legal and financial implications of matters under consideration by the CIMS or relevant to the Committee's functions;
- c) to bring to the attention of the CIMS matters which are relevant to the Committee's functions and which merit consideration by the Committee;
- d) to arrange for the taking and maintenance of minutes and meetings of the CIMS and any Sub-Committees, and ensure that the business of the CIMS at its meetings is conducted in accordance with legal requirements;
- e) To manage and co-ordinate the day-to-day affairs of the CIMS and its administrative support.

1.2.3 The business address for all communications relating to the administration of the CIMS affairs shall be;

("Marked for the attention of the Clerk to the "Colchester and Ipswich Joint Museums Committee")
Ipswich Borough Council
Grafton House
15-17 Russell Road
IPSWICH
IP1 2DE

1.3 Meetings of the CIMS

1.3.1 The CIMS shall meet at least twice in every municipal year. In 2015/16 municipal year, the Committee will meet in June to agree the work programme for the Joint Service for 2015/16 and in January to agree a budget proposal for 2016/17, which will be put to the Cabinet/Executive of each Partner Authority. This pattern is expected to be repeated for each year of the agreement. This does not preclude other meetings being held throughout the year as required.

- 1.3.2 The June meeting of the CIMS will be the Annual General Meeting. At the Annual General Meeting, the Committee shall determine and approve the programme of meetings to take place that municipal year.
- 1.3.3 The Chair of the CIMS may call other meetings as necessary in addition to those set out in the schedule of meetings approved at the relevant Annual General Meeting, provided each Partner Authority approves the date and time of any such additional meetings.
- 1.3.4 The Chair may cancel/rearrange a meeting if there is insufficient business to justify the meeting being held or if other circumstances make it appropriate for the meeting to be held at a different date/time, provided each Partner Authority agrees to the cancellation of any meeting and approves the date and time of any rearranged meeting.
- 1.3.5 At the Annual General Meeting the Chair, Vice-Chair and any Sub-Committees of the CIMS shall be appointed, but nothing in this paragraph prevents the Committee establishing a Sub-Committee at any other time.
- 1.3.6 The Committee shall appoint the posts of Chair and Vice-Chair of the Committee each year at the Annual General Meeting.
- 1.3.7 The quorum for a valid meeting of the Committee shall be three.
- 1.3.8 The Chair of the Committee will be alternated between both Partner Authorities. In the second and subsequent years of the Committee's operation, the Chair shall be a Committee Member appointed by a different Partner Authority from the previous year's Chair.
- 1.3.9 The meetings of the Joint Committee will alternate between the venues in Colchester and Ipswich, and so if a meeting is held in Colchester then the following meeting will be held in Ipswich.
- 1.3.10 A printed copy of the summons, the agenda for each meeting, any relevant reports and the minutes of the previous meeting shall be despatched by the Clerk of the Committee, at least five (5) clear days before such meeting to each Committee Member.
- 1.3.11 At the same time, such papers will also be despatched to:
 - a) The Proper Officer for each Partner Authority
 - b) Chair of each of the Partner Authority's Overview and Scrutiny Committee with responsibility for scrutiny in respect of museums and/or finance matters and to the Chief Executive of each Partner Authority or such other senior officer of a Partner Authority as may be

nominated in writing by a Partner authority to the Clerk of the Committee; or

- c) Such other addresses as a Partner Authority may nominate in writing from time to time to the Clerk of the Committee.

1.3.12 The summons shall contain notice of all business, except urgent business, which is required to be brought before the Committee either in the ordinary course of the business, or which is brought to the Chair, the Vice-Chair or the Clerk of the Committee.

1.3.13 Meetings of the Committee will be open to the public and press except where the Committee resolve that the press and public be excluded (which may only be during consideration of items containing confidential or exempt information within the meaning of the Local Government Act 1972).

1.3.14 Minutes of the Committee shall (subject to the provisions of paragraph 1.3.13 above) be available to the public and press as though they were minutes of a meeting of a Partner Authority.

1.3.15 The Chair in consultation with the Vice-Chair of the committee or a Partner Authority may invite any person to attend a meeting of the Committee for the purpose of making a presentation, or participating in discussion, on any item relevant to the Committee's functions where that person is able to provide a professional or commercial viewpoint, which the Chair of the committee or the Partner Authority considered would be of assistance to the Committee.

1.4 Decision Level

1.4.1 The CIMS will be responsible for:

- a) Agreeing an annual work programme for the Joint Museums Service
- b) Agreeing level of service provision as agreed through the annual budget setting process of each Partner Authority and as set out in this agreement.
- c) Making budget decisions related to the use of/funding of end of year surplus or deficit situations and transitional employee savings subject to the provisions in section 3 of the Joint Committee Agreement 2015-2021.

1.4.2 Functions under section 13 to section 20 of the Public Libraries and Museums Act 1964 are excluded from the remit of the CIMS. Such functions will be exercised by the relevant Cabinet/Executive of each Partner Authority. Functions under Section 12 of the 1964 Act are limited to the provisions of this agreement.

1.4.3 The CIMS will not have responsibility for staffing decisions but the partner authorities agree that:

- a) the recruitment and selection of the most senior employee in the Joint Museum Service will be carried out jointly by officers of the partner authorities;
- b) the recruitment and selection of any senior or managerial employee in the Joint Museum Service who will work wholly or predominantly in Ipswich will be carried out jointly by officers of the Partner Authorities.

1.4.4 The parameters for operational details will be set through the annual work programme for the Joint Service. Within these parameters, operational decisions will be taken by appropriate officer in accordance with a Scheme of Delegation.

1.5 Monitoring and Assessment

1.5.1 The CIMS will be responsible for monitoring and assessing the Joint Museum Service in terms of its;

- a) Performance against the agreed work programme
- b) Performance against budget
- c) Performance against any relevant National or Local Performance Indicators.

1.6 Scrutiny Arrangements

1.6.1 The decisions made by (and, for the avoidance of doubt, not mere recommendations of) the CIMS shall be subject to the Overview and Scrutiny arrangements of each Partner Authority.

1.6.2 Decisions or actions of the CIMS shall be notified to the Proper Officer of each Partner Authority together with all those to whom agenda papers etc are despatched in accordance with this agreement within seven (7) working days of the decision being reached or the actions being taken, as the case may be.

1.6.3 The CIMS Members and their officer advisors shall fully co-operate with the relevant Overview and Scrutiny Committee of the Partner Authorities and shall, where requested, attend any meeting of any relevant Overview and Scrutiny Committee.

Call in

- 1.6.4 Any decision or action of the CIMS may be called in for scrutiny by members of a Partner Authority. A decision is called in by members of a Partner Authority in the same way in which they would call in a decision of that Partner Authority's Executive except that:
- a) Decision may not be called-in after 5pm on the 5th working day after the date upon which the decision is published.
 - b) A call in of such a decision or action can only be made if the decision or action concerned affects the Partner Authority whose membership wishes to call in the decision or action.
- 1.6.5 Once a decision is called in, it may not be implemented until the Scrutiny Arrangements of the Partner Authority whose membership has called in the decision or action has been completed. Where a Scrutiny Committee or a Full Council makes recommendations to the CIMS, the CIMS shall arrange for the decision to be reconsidered in the light of comments made by the Executive/Cabinet or the Full Council and the final decision of the CIMS shall not be subject to call in.
- 1.6.6 The call-in procedure set out above shall not apply where the decision or action being taken by the CIMS is certified by the CIMS as urgent.
- 1.6.7 A Scrutiny Committee must notify the CIMS if it includes in its work programme any aspect of policy development or review relating to the work or functions of the CIMS.
- 1.6.8 Where a Scrutiny Committee has formed recommendations on proposals for development, a Scrutiny Committee shall prepare a formal report and submit it for consideration by the CIMS.
- 1.6.9 The CIMS shall consider the report of a Scrutiny Committee within fifteen (15) working days of it being submitted to the Clerk of the CIMS and shall issue a formal response to such a report.
- 1.6.10 Where any Partner Authority Member or officer is required to attend a Scrutiny Committee, the Chair of that Committee will inform the Monitoring Officer of his own Authority.
- 1.6.11 That Monitoring Officer shall inform the Partner Authority Member or officer in writing giving at least ten (10) working days' notice of the meeting at which he is required to attend, such notice to state the nature of the item on which he is required to attend to give account and whether any papers are required to be produced for the Scrutiny Committee.

- 1.6.12 Where the account to be given to the Scrutiny Committee will require the production of a report, then the Partner Authority Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 1.6.13 Where, in exceptional circumstances, the Partner Authority Member or officer is unable to attend on the required date, then the Scrutiny Committee shall in consultation with the Partner Authority Member or officer arrange an alternative date for attendance which shall be as soon as practicable in relation to the original date specified.
- 1.6.14 If, having considered the decision or action, a Scrutiny Committee is concerned about it, then it may refer it back to the Committee for reconsideration, setting out in writing the nature of its concerns. If referred back to the Committee for reconsideration, the Committee will have a further seven (7) working days to consider whether to amend the original decision or revised the original action taken before reaching a final decision or taking final action.
- 1.6.15 The operation of the provisions relating to call-in shall be monitored annually by the Clerk of the Committee, and a report submitted to the Committee with proposals for review if necessary.

1.7 Conduct and expenses of members

- 1.7.1 All Committee Members of the CIMS shall observe at all times the provisions of the Code of Conduct adopted by their Authority.
- 1.7.2 Each Partner authority shall be responsible for meeting any expenses to which any CIMS Member or officer appointed by them, as its representative, is entitled as a result of their attendance at duly authorised meetings.

1.8 Liability of CIMS members

- 1.8.1 Committee Members appointed by the Partner Authorities shall have the same responsibilities and liabilities as those which apply when sitting on other Committees and bodies as appointed representative on behalf of their Authority.
- 1.8.2 Where any contractual arrangements are authorised by the CIMS, any liabilities arising under those arrangements will rest with the relevant Partner Authority.
- 1.8.3 Indemnification for any liabilities which do arise is a matter between the Committee Member and their appointing Authority/Body.

2. **Shared Revenues Partnership Joint Committee - Constitution**

- 2.1 Each Partner Council (Babergh District Council, Ipswich Borough Council and Mid-Suffolk District Council) shall appoint two Relevant Members to be Members of the Joint Committee. A Relevant Member will be a member of that Council's Executive if the Council is exercising Executive arrangements, otherwise a member of that Council.
- 2.2 Any sub-committee of the Joint Committee shall comprise such number of Relevant Members from each Partner Council as the Joint Committee may determine, provided that a sub-committee shall comprise an equal number of persons appointed by each Partner Council.
- 2.3 A member shall cease to be a member of the Joint Committee and of any sub-committees if they cease to be a Relevant Member of the Partner Council by whom they were appointed. A Partner Council may remove and replace any member of the Joint Committee or of any sub-committees at any time.
- 2.4 A named substitute shall be entitled to attend, speak and vote as if an ordinary member of the Joint Committee or any sub-committees, providing that the named substitute is also a Relevant Member of the relevant Partner Council.
- 2.5 The Joint Committee shall hold an Annual Meeting in June every year and other meetings as the Joint Committee may determine.
- 2.6 At the Annual Meeting, the Joint Committee shall appoint a Chairman and a Vice-Chairman from members of the Joint Committee. The Chairman shall continue in office unless he/she resigns their office or ceases to be a member of the Joint Committee.
- 2.7 The quorum of any meeting shall be four, and must include at least one member appointed by each of the Partner Councils.
- 2.8 Each member of the Joint Committee present shall have one vote at meetings of the Committee, except in the case of an equality of votes, where the person presiding will have a second or casting vote.
- 2.9 The Joint Committee shall delegate to the Head of Shared Service day to day decisions in respect of the Shared Services functions (including the appointment of all staff) subject to the annual budget and business plan.
- 2.10 Decisions of the Joint Committee on the following matters will require unanimity of those present and voting at the Joint Committee meeting:

- (a) Recommendation of any Business Plan to the Partner Councils in respect of the Shared Service;
- (b) Appointing or changing the Host Authority;
- (c) Major changes to the standards of service to be delivered;
- (d) Changes to the premises from which the Shared Service functions are delivered if that involves moving employees to a different district;
- (e) The procurement of significant ICT systems, unless it has been referred to in the Business Plan recommended by the Joint Committee and approved by the Partner Councils;
- (f) Purchase, sale or lease of assets with a value above £30,000, unless it has been referred to in the Business Plan recommended by the Joint Committee and approved by the Partner Councils;
- (g) Changing the terms and conditions of employees undertaking the Shared Service functions;
- (h) Agreeing to provide services to a Council that is not a Partner Council;
- (i) Recommending that the Partner Councils enter into any borrowing or leasing arrangements.

2.11 The following functions shall be delegated to the Joint Committee by the Partner Councils:

- (a) The issuing of Council Tax bills and national non-domestic rates (NNDR) bills, and the maintenance of databases for those purposes;
- (b) The collection of Council Tax and NNDR payments and corresponding recovery of arrears, including legal proceedings where necessary;
- (c) Administration, assessment and payment of Housing Benefit and Council Tax Benefit;
- (d) Issuing bills for collection of overpayments of Housing Benefit and Council Tax Benefit, including legal proceedings where necessary;
- (e) Writing off of Housing Benefit and Council Tax Benefit in accordance with the policies of the individual Partner Councils;

- (f) The compilation of all returns to Central Government relating to Revenues and Benefits;
- (g) Administrative and support services required to support the above functions;
- (h) Determining the terms and conditions of employment for the employees of the Shared Service;
- (i) Appointing a Head of Shared Service;
- (j) Responding to Freedom of Information requests in relation to the functions listed above.

2.12 The following functions will remain the responsibility of the Partner Councils:

- (a) Calculation of Council Tax Base;
- (b) Council Tax setting;
- (c) Collection fund accounting;
- (d) Submission of benefit subsidy claims;
- (e) Determination of policy for Council Tax and Housing Benefit claims;
- (f) Determination of policy for discretionary NNDR relief;
- (g) Determination of policy for NNDR hardship relief;
- (h) Determination of policy in respect of second homes;
- (i) Determination of policy for the write off of bad debts.

2.13 As and when required by an Overview and Scrutiny Committee or an Audit Committee of a Partner Council, the Chairman of the Joint Committee (or in his absence the Vice Chairman) and/or the Head of Shared Service shall attend a meeting of such Overview and Scrutiny Committee or Audit Committee to account for the activities of the Joint Committee.

3. **Working Groups – Constitution and Terms of Reference**

3.1 Policy Working Groups are advisory groups comprised of elected members and established by the Council from time to time for specific purposes within the following generic terms of reference:

- To help develop new policies and to provide input into establishing corporate priorities;
- To make representations to the Executive on existing policies and strategies;
- To consider relevant Key Decisions on the List of Forthcoming Decisions and to make representations on these as appropriate;
- To establish informal task and finish groups to consider any specific topic within their specific terms of reference.

3.2 The Policy Working Groups are constituted to align with the service areas of each portfolio of the Executive.

Any of the Policy Working Groups may report to the Executive on an annual basis.

3.3 The following 'ad hoc' Working Groups have also been established by the Council:

- (a) Ipswich Angle Editorial Board – meets before the publication of each edition to consider the content and format.
- (b) Standing Orders/Constitution Working Group – to consider whenever necessary or desirable any requirement for changes to the Council's Constitution and to make recommendations to Council.
- (c) Electoral Services Working Group – meets as and when required by law to carry out the statutory review.

3.4 Frequency of Meetings

3.4.1 Other than in the case of the ad hoc working groups, the frequency and programme of meeting dates will normally be agreed for each Working Group at the beginning of each municipal year by the relevant Working Group's Chair, and subject to there being adequate business to consider at each meeting.

3.4.2 Any working group meetings outside of the planned schedule may be convened by the Chair as required whenever the Chair considers it necessary for the Working Group to be consulted on any relevant or otherwise urgent issues that may arise between the planned meeting dates.

3.5 Mode of Operation

- 3.5.1 The Chair will decide on any procedural issues and mode of operation may vary according to the outcomes required by the Chair.
- 3.5.2 The annual planned work programme for each Working Group will normally be agreed at the first meeting of relevant working groups following the beginning of the municipal year. However, at the discussion of the Chair, ad hoc meetings may be scheduled as required and urgent issues may be consulted by e-mail.
- 3.5.3 The agenda for each meeting to be agreed by the Chair.
- 3.5.4 The format of the meeting may include open discussions, presentations, or be conducted in informal workshop styles, in order to determine the group's recommendations.
- 3.5.5 Working Groups may have co-opted members where agreed by simple majority vote.
- 3.5.6 Working Groups will normally be closed meetings. Partner organisations or members of the public may attend by the Chair's invitation only.
- 3.5.7 Any working group member can place an item on their Working Group Agenda.

3.6 Chair and Membership

- 3.6.1 The Working Groups will be chaired by the appropriate Portfolio Holder and will comprise up to six Councillors (appointment by Council on a politically proportional basis) in addition to the Portfolio Holder.
- 3.6.2 The Housing Working Group will be matched by the same number of tenant representatives as Councillors, in so far as the business conducted concerns council tenancy services. The tenant representatives will not be members of the Working Group for non-council tenancy business items.

3.7 Quorum

- 3.7.1 A minimum of 3 Working Group members including the Chair.

3.8 Voting Rights

- 3.8.1 Working Groups do not take formal decisions on Council or Executive business but are advisory in nature. Each member of the Working Group

shall have one vote. In the event of an equality of votes, the Chair shall have a casting vote.

3.9 Attendance of Observers and Officers

3.9.1 Observers and Officers may be invited to attend meetings.

3.10 Substitutes

3.10.1 The absence of any member will not prevent any business from being transacted unless the meeting is inquorate. Substitutes for any member of the Working Group shall be permitted, provided that political balance is maintained and subject to notification to the Chair in advance of the meeting.

3.11 Clerking arrangements

3.11.1 The Chair of each Working Group will agree to any necessary clerking arrangements with the Head of Resource Management.

3.12 Minutes

3.12.1 Notes shall be made of any discussions or agreed action points together with details of all attendees. Any declarations of interest shall also be recorded. The Clerk shall circulate the draft minutes to all members of the Working Group who have attended the relevant meeting including details of any action points/recommendations. Action points will normally be acted upon unless any objection to the draft minutes is received in writing within 2 working days of the issue of the draft minutes. The minutes will be formally approved at the next meeting of the Working Group.

4. **Service Panels – Constitution and Terms of Reference**

4.1 The following Service Panels have been established by Ipswich Borough Council:

- Design and Conservation Panel
- Equalities Panel
- Area Housing Panels
- Environment and Sustainable Transport Panel

4.2 Terms of Reference

4.2.1 The Panel is a service user and community reference panel reporting to a Working Group of Ipswich Borough Council.

4.2.2 The Panel will, where requested by a Working Group:

- (a) Identify issues and actions relating to the policy theme of the Working Group.
- (b) Assist the Working Group to identify priorities and targets for the Community Strategy and Corporate Business Plan.
- (c) Act as a reference panel and consultee to respond to local policies and strategies from Ipswich Borough Council, Suffolk County Council, Local Strategic Partnerships and other agencies and organisations.
- (d) Assist with promoting and linking policy themed initiatives, action and partnerships across Ipswich and the local area, and disseminating information to their representative groups.
- (e) Report to the Working Group on a regular basis on relevant matters.

4.3 Frequency of Meetings

4.3.1 There will normally be 6 meetings per year per Panel to be convened by the Chair, subject to there being adequate business to consider arising from current issues and demands originating from paragraph 4.2.2 above.

4.4 Mode of operation

4.4.1 The mode of operation will vary according to the expectations and required outcomes.

4.4.2 The Panel's work programme is to be established by the Panel.

4.4.3 The agendas for each Panel meeting will be agreed by the Chair. The format of the meeting will be informal and may include open discussions, presentations, or workshop exercises in order to determine the Panel's recommendations to the Council's Working Groups.

4.5 Membership

4.5.1 Membership of Panels will reflect the thematic intention of the particular Working Group. For example, Area Housing Panels will consist of the council tenants of their respective area of Ipswich.

4.5.2 In general, there shall be a maximum of 15 Panel members from the community, plus:

- Maximum of 5 IBC Councillors appointed on a politically proportional basis – including the relevant Portfolio Holder(s)

4.5.3 Up to 15 community panel members may come from:

- Council tenants from the respective area of Ipswich or nominated representatives from significant local interest groups
- SCC Representative where appropriate
- Businesses – a nominated representative from organisations that have a direct role in the theme of the Panel
- Members of the public

4.5.4 Invitations to potential members, or requests for membership of the Panel by any representatives of outside organisations, or member of the public or Council tenant, will be made through the Chair using the appropriate application form provided by the relevant Head of Service. All applicants shall provide all requested information including where deemed necessary by the relevant Head of Service in consultation with the Head of Resource Management, the results of a standard or enhanced check with the Disclosure and Barring Service.

4.5.5 Eligibility for membership

Applicants are illegible for election to any panel and may be disqualified from remaining on any panel if:

- within five years before the date of application to be a member of the panel the applicant (or at any time after election on to a panel) has been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him or her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- is registered on the Violent and Sex Offenders Register or subject to an un-discharged sexual offence prevention order; or
- otherwise has a significant conflict of interest between his or her private interests and the council's or wider public interest.

4.5.6 The relevant Head of Service shall consider the eligibility of all applicants in consultation with the Chair and in line with the council's policies regarding the engagement of ex-offenders.

4.5.7 The existing Panel will consider all eligible applications and will select eligible new members for admission to the Panel by simple majority vote at the next available meeting. In the event of there being more eligible applicants than available spaces, membership will be decided by the number of Ipswich residents or employees represented by each group or

representative, with priority given to those organisations who represent the greater number of residents or employees with regard to the respective geographic area.

4.5.8 Any vacancy on the Panel, can, provided a majority of the panel agree, be filled by a member of the public, or council tenant of the respective area, where such a vacancy has been duly publicly advertised. When recruiting Panel members, regard shall be had to the Council's duty to foster good relations between people who share a protected characteristic (within the meaning of the Equalities Act 2010) and those who do not and to encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

4.5.9 The Panel can co-opt ad-hoc participants for specific meetings as necessary.

4.5.10 Membership of the Panel shall be reviewed annually by the Council. Representatives should be formally nominated at a constituted meeting of the group, which should be supported by minutes.

4.5.11 Roles

- Chair - elected annually by members of the Panel for a duration of 1 year
- Vice-Chair - elected annually by members of the Panel for a duration of 1 year

Qualification: Only an IBC Councillor on the Panel can undertake the role of Chair of the Panel

- Clerk to the Panel - to be provided by the Council's Head of Service in respect of the largest number of services falling within the relevant Panel's remit

4.5.12 Voting rights

Each member has one vote. In the event of a split decision, the Chair has a casting vote.

4.5.13 Attendance of Observers

Observers or Council Officers may be invited to attend meetings by the Chair.

4.5.14 Named substitutes for any member of the Panel (other than for members of the public) shall be permitted, subject to notification to the Chair in advance of the meeting.

4.5.15 Panel quorum is made up of at least 4 members of the Panel and shall comprise not less than one elected member of the Council and two outside representatives. Business may not be transacted unless a Quorum is present.

5. Membership of Working Groups, Service Panels and Outside Bodies

5.1 The list of Working Groups, Service Panels and Outside Bodies and their Councillor membership can be accessed from the Council's website under 'Councillors and Meetings'.