

# CABINET PANEL ON THE ENVIRONMENT

## MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.
3. The quorum shall be three (3).
4. Appointment by Full Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

## TERMS OF REFERENCE

The Panel's Terms of Reference are to consider a range of climate, and environmental issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate.
2. Consider a range of views on issues relating to climate change (both mitigation of and adaption to) and environmental matters.
3. Help and where appropriate maintain any links with relevant external (public, research and industrial) bodies.
4. Consider any relevant government or agency consultations and advise Cabinet or the relevant Executive Member and Service Director of a proposed response.
5. Contribute towards the review of the Climate Change Strategy.
6. Act as an advisory Panel to Cabinet in relation to the above.

*The Co-Chairs together with the Leader, Deputy Leader, the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.*

## PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Chaired by the Executive Member for Environment, Leisure & Green Spaces, and Recycling and Waste alternatively, or in the event of the absence of the other, by the attending Executive Member (or by such Chair(s) as appointed at the Annual Council in the event of portfolio change).
3. The Panels may invite relevant stakeholders to present and support their work, which includes other Executive Members or Deputies.
4. The Panel shall aim to meet approximately 6 times per year, once before each Cabinet cycle.
5. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
6. Administrative support will be organised by the Committee, Member and Scrutiny Team.
7. Officer support shall be provided by the Policy Officer(s) from Policy and Community Engagement and where relevant other Directorate officers, as requested by the Panel.