

ARTICLE 9 – POLICY AND PROJECT ADVISORY BOARD

9.1 ROLE

The Council will appoint a Policy and Project Advisory Board to act as source of policy and project advice to the Cabinet and the Council. The main role of the Board is to advise the Cabinet about the formulation and development of policies and projects that will help deliver Council Plan priorities. The Board will be advisory in nature, and will not have any substantive decision-making powers delegated to it.

9.2 TERMS OF REFERENCE

The general terms of reference of the Policy and Project Advisory Board are:

- to assist and advise the Cabinet in the development of Policy Framework issues
- to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups)
- to advise the Cabinet at an early stage in respect of the formulation and development of policies and projects that will help to deliver Council Plan priorities
- to assist in the development of Cabinet Decisions
- to assist and advise the Cabinet on budget preparation
- to develop and maintain a work programme ensuring that there is efficient use of time

The powers of the Policy and Project Board are:

- to require the Leader and/or lead councillors and senior officers to attend meetings to answer questions
- to question and gather evidence from any person (with their consent)
- to co-opt expert individuals on a non-voting basis to assist the Board's work
- to set up task and finish groups to look at specific issues relating to the delivery of the Council Plan or other significant priorities in order to inform decision making by the Cabinet.

9.2 COMPOSITION

The arrangements with respect to the composition of the Policy and Project Advisory Board will be as follows:

- The Board will have a maximum of eleven non-executive councillors, and in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
- The Board will be able to appoint up to two Vice-Chairmen to lead on specific projects and to chair task and finish groups.
- Cabinet Members will be expected to attend the Board, and task and finish groups appointed by the Board, as appropriate to contribute on matters that relate to their portfolio.
- The Board will be able to co-opt external representatives or appoint advisers as it sees fit on a non-voting capacity.

Membership of both the Policy and Project Advisory Board and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved on scrutinising a decision in which they have been involved directly, but the Board is advisory and it remains the responsibility of the Cabinet to formally take and implement decisions.

9.3 MEETINGS

The Policy and Project Advisory Board shall have six scheduled meetings annually.

All meetings of the Policy and Project Advisory Board shall be open to the public to attend except where the item under discussion is considered exempt under Schedule 12A and Section 1001 of the Local Government Act 1972 or is confidential under Section 100A of the Local Government Act 1972.

The Chairman will preside at meetings of the Board. In the absence of the Chairman, a Vice-Chairman will take the chair.

9.4 QUORUM

The quorum for the Policy and Project Advisory Board shall be six voting members of the Board (at least one half of the whole number of voting Members).

9.5 **TASK AND FINISH GROUPS**

The Policy and Project Advisory Board will have responsibility for establishing such Task and Finish Group as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each Task and Finish Group will be determined by the Board.

The Vice-Chairmen of the Policy and Project Advisory Board will chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Board, may be appointed to a Task and Finish Group.

9.6 **WORKING ARRANGEMENTS – PROGRESS MEETINGS**

The Chairman and Vice-Chairmen of the Policy and Project Advisory, together with cross-party representatives will meet regularly between meetings to develop, manage and update the Board's work programme, plan agendas, and co-ordinate task and finish groups.