

**CABINET PROCEDURE RULES**

**Insert new paragraph 7**

7. Policy Advisors

7.1 Cabinet Members may appoint at their discretion other Members of the Council, not limited to members of the majority group, to advise and assist them with:

- a) the discharge of their functions,
- b) the development of policy,
- c) other matters of current interest

7.2 Policy Advisory Groups will comprise not less than 6 or more than 8 members

7.3 Different Policy Advisors may be appointed to cover particular areas of activity. Policy Advisors can only act in an informal capacity and cannot exercise executive functions individually or collectively

7.4 Policy Advisors may be Members of an Overview and Scrutiny Committee whose remit includes the activities of the portfolio they are assisting with, providing there is not a significant conflict of interest and they do not scrutinise a decision in which they have been actively involved

7.5 Policy Advisors will serve for a maximum of 12 months, ending at the annual Council meeting but may be re-appointed by the relevant Cabinet Members for a further period

7.6 The Chairman of a Policy Advisory Group can be any member the respective PAG

7.7 Policy Advisory Groups will normally meet in the absence of the press and the public, but will be open to any elected member

7.8 Policy Advisory Groups will meet as and when required but normally once each cycle before Cabinet. The relevant Cabinet Member will agree with officers before the despatch of the meeting agenda what information should be kept confidential and the extent of that confidentiality. For example, it may be decided that whilst information can be released to the wider Council membership and relevant officers, it should not be divulged to the press and public. Alternatively, depending upon the subject matter, it may be decided that the issues discussed at the Group meetings can be made more publicly available. It may be that there will be a division between what information can be released and what should be kept confidential.

7.9 The Democratic and Electoral Services Manager will be advised of the establishment, membership and chairman ( and any mid-term changes ) of each Policy Advisory Group and shall maintain a record of such.