

Proposed Guidance

1. The Panel is established by Cabinet to consider and develop policy recommendations which will help the Council on climate and environmental issues.
2. The Panel is informal and does not perform any statutory function. It may make recommendations to Cabinet, the relevant Executive Member or Service Director.
3. The Panel will aim to meet 6 times a year.
4. All meetings of the Panel will be held in public (unless any confidential information is discussed and normal access to information rules would apply).
5. The Panel will set its own work programme for the year. This will be a living document so the Panel may respond to new and urgent emerging issues.
6. Cabinet, Full Council, and any other Council Committee may refer items for the Panel to consider.
7. Public participation is welcome and encouraged by the Panel. The public will be entitled to speak at the invite of the Chair of the meeting. Participation will be initially limited to 5 minutes. Longer participation may be granted by the Chair.
8. Members of the Council who are not also members of the Panel may be invited to speak at the invite of the Chair.
9. The Panel may invite local groups and individuals with specialist knowledge ('Special Witnesses') to contribute to debate and discussion of any item on its work programme.
10. The Panel may question Special Witnesses at any point during the meeting they attend.
11. Special Witnesses will have the same rights to speak as the public at the invite of the Chair
12. Referral of any recommendations to Cabinet, the relevant Executive Member or Service Director will be on consensus and in the absence of that by majority vote where necessary.
13. Any recommendation will be supported by an evidenced backed report.