

### **JOINT INFORMAL CABINET TERMS OF REFERENCE**

#### **Meetings**

The Joint Informal Cabinet will meet regularly and according to business need, linked to the strategy and policy development and as part of the collaborative working between Broadland District Council and South Norfolk Council.

#### **Membership**

Broadland District Council and South Norfolk Council shall appoint all Cabinet members to the Group.

Two joint Chairmen of the Group shall be the Leaders of each Council. The role of Chairman will alternate between Broadland District Council and South Norfolk Council on a meeting by meeting basis.

In the absence of the host authority Chairman, the meeting will be chaired by the non-host Chairman. In the absence of both Chairmen the Group will be chaired by the Deputy Leader of the host authority.

No substitute members will be permitted.

#### **Quorum**

The minimum number of members from each Council required to transact any business of the Group shall be two thirds, rounded up to the nearest whole number.

#### **Protocol and Openness**

The Chairman of the meeting will be responsible for maintaining order and the effective conduct of business at meetings.

Members of either Council are welcome to attend the meetings, subject to the agreement of the Chairman and may speak.

Members of the public will not be permitted to attend meetings of the Group.

Members will ensure that they abide by their respective Council's code of conduct at all meetings.

#### **Terms of Reference**

Provide political leadership to ensure integration and transformation of services across the two Councils.

Aligning activities at member level where this is appropriate and necessary to facilitate collaborative working.

Provide a steer on the policy framework of the Councils, review strategy documents and review the Councils' business plans.