

Protocol for Agenda Setting for Cabinet Member Advisory Committees and Scrutiny Committees

Purpose

The purpose of this protocol is to support the agenda setting process across CMACs and Scrutiny with input from Cabinet Members.

The protocol is written in the spirit of ensuring that backbench members have the opportunity to consider and influence decisions before they are taken. It aims to promote synergy across CMACs and Scrutiny to ensure that there isn't repetition or duplication of items to enable backbench Members to consider as broad a number of items as possible.

The protocol also recognises that, amongst other functions, both CMACs and Scrutiny advise Cabinet Members, and as such Cabinet Members also play an important role in this protocol.

Collaborative Agenda Setting Process

At the outset of each municipal year, the Chairs, Deputy Chairs and Vice-Chairs of CMACs, Scrutiny Committees and Cabinet Members should meet to consider the Forward Plan and recommend an initial work programme for each CMAC and Scrutiny Committee.

This should be supplemented by further quarterly meetings to reconsider the Forward Plan and adjust their respective agendas where appropriate.

The agenda setting process should include:

- Agreeing whether an item on the Forward Plan should be considered by a CMAC or Scrutiny Committee
- Discussion of items suggested by Backbench Members for inclusion on future agendas
- Discussion of items suggested by Cabinet Members for inclusion on future agendas
- Suggestions to Cabinet Members of items for future inclusion on the Forward Plan

In addition to the above, it is anticipated that relevant CMAC Chairs, Deputy Chairs and Vice-Chairs meet 6 weeks ahead of each scheduled CMAC to discuss and agree the detail of the agenda. Scrutiny, Cabinet Members and representative Backbench Members will be invited to the pre-meets of their respective CMACs.

Resolving Disputes

In the event that Chairs of both a CMAC and Scrutiny Committee wish to place the same item from the Forward Plan onto their respective agendas, consideration should be given to the following:

- That where an item relates to a statutory role undertaken by Scrutiny, this takes precedence;
- That Scrutiny generally focuses on items that detail issues, and CMACs generally on items that detail proposals; and
- That Scrutiny is a non-political body and as such CMACs may be better placed to consider items that are politically contentious.