

Cabinet Advisory Panel (School Organisation) - Procedure

The Quorum of the Panel will be 40% of those places filled or 5 members whichever is higher; there must be one representative from each of the member categories.

The Chair and Deputy Chair of the Advisory Panel will be elected from the within the membership of the panel each year at the first meeting after the Municipal Elections; the Chair may not be an Elected Member.

The meeting will proceed in the following order:

1. The Chair will welcome attendees to the meeting.
2. The Local Authority will be asked to outline the proposal – time limit for this to be 10 minutes.
3. Panel members ask questions of clarification of the Local Authority on the proposal.
4. Objectors who have previously indicated that they wish to make representations address the panel – time limit for this to be a maximum of 5 minutes or 10 minutes for a group
5. The Local Authority is asked it wishes to respond to any of the comments made in writing or raised at the meeting.
6. Panel members ask further questions of the person making the representation or the Local Authority on their further comments.
7. At the conclusion of the representation stage the objectors will withdraw and the Panel with their supporting offices will debate and deliberate.
8. At a time considered appropriate by the Chair, the Committee will move to take the vote, the objectors will be informed of the decision and supplied with a copy of the subsequent report to Cabinet.