

## **Group Leaders' Meeting - Terms of Reference**

### **Role**

1. The Group Leaders' Meeting provides an informal forum for (a) inter-group and (b) Member to Officer discussion of any matters affecting the Authority.  
The aim will be to:
  - give Members advance information about emerging issues that may impact upon the Authority and may need to be the subject of future decisions;
  - provide Members with a progress update in respect of matters previously agreed by the Authority;
  - enable Officers to seek initial views from Members on matters that will require a political steer; and
  - enable Group Leaders to feed back to Officers on any matters of concern to Members.
2. The Group Leaders Meeting is not a Committee of the Authority and does not have any delegated or decision making powers. This does not prevent subsequent decisions in relation to matters that have been discussed at Group Leaders meeting being taken, as appropriate, either by:
  - (a) Officers in accordance with the Authority's scheme of delegation; or
  - (b) in accordance with the 'Urgent Business Procedure' (see Constitution – article 9.6).

### **Composition and Meetings**

3. The Group shall comprise:
  - Chairman of the Authority;
  - Vice-Chairman of the Authority;
  - Leader of each political group; and
  - such other Members (if any) as the Chairman may consider appropriate.
4. Substitutes shall not attend the meeting except at the Chairman's discretion.
5. Meetings will be held at least quarterly or as the Chairman may determine.
6. Meetings will not be open to the public or other Members of the Authority.

### **Reporting**

7. Group Leaders are accountable to their Group for disseminating information about the matters discussed at the Group Leaders' Meeting. Where any matters discussed are of a confidential or sensitive nature, Group Leaders are responsible for making it clear that the information is to remain confidential to members of the Authority only; any breach of such confidentiality will be a breach of the Authority's Code of Conduct.