

Annex 1 - Hybrid Working Panel – DRAFT Terms of Reference

Role of the Panel and focus for the meetings

1. Scope

- 1.1. Overview and Scrutiny Committee agreed to constitute the Hybrid Working Panel at its meeting on 15 July 2021. It agreed the membership of a seven Member panel following political proportionality rules. The meetings are not held in public, but any Member can attend. A Chair would be appointed at the first meeting.
- 1.2. The main objective of the Panel is to examine and discuss the Council's work on hybrid working being undertaken following the recovery work after the organisation's emergency response to COVID-19.
- 1.3. In general, the Panel's aim should be to set out recommendations for the Overview and Scrutiny Committee to consider the Panel's response to the Hybrid Working work.
- 1.4. The Panel was constituted by and reports to the Overview and Scrutiny Committee. The Overview and Scrutiny Committee will consider a summary report at its meeting in September 2021 and make any comments for consideration by the Executive. The Panel meetings are due to take place in the summer with dates to be confirmed, with reports to Overview and Scrutiny on 9 September 2021 and 21 October 2021 (to be confirmed).

2. Focus for the first meeting

- 2.1. The focus of this meeting is for the Panel to consider and review the Council's Hybrid Working Group being undertaken to date, raise questions, receive responses, and have an opportunity to discuss them with other Members of the Panel.
- 2.2. The Panel can review a summary of the works to date and receive verbal updates on progress.
- 2.3. The Panel can make observations and recommend any changes to the Overview and Scrutiny Committee and to the Executive.
- 2.4. The Panel will need to agree next steps, including a summary report to the next Overview and Scrutiny Committee meetings and a final report once all meetings have been held.

3. Membership

- 3.1 Membership will comprise 7 Members, appointed by the Overview & Scrutiny Committee from within its membership.
- 3.2 Political proportionality requirements do not apply to scrutiny panels, but it will be sought to ensure that the membership of the panel reflects the general political balance of the Council. (This will be 4 Conservative Members and 1

member from each of the Liberal Democrat, Green and Residents' Association parties).

3.3 Additional Members may be invited to attend and speak at meetings of the panel, where they can offer expertise and advice to support the work of the panel.

4 Chair

4.1 A Chair shall be elected at the first meeting of the panel in any Municipal Year.

5 Quorum

5.1 The quorum of the Hybrid Working Panel 2021 will be not less than 3 (three) of the appointed members of the panel.