

**REPORT TO THE EXECUTIVE MEETING OF 29 JANUARY 2013**

The following item has been added to the agenda with the consent of the Chairman as a decision is needed before the next meeting of the Executive

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**Meeting:** Executive  
**Date:** 29 January 2013  
**Subject:** Establishment of Executive Advisory Panels  
**Report of:** Principal Democratic Officer  
**Portfolio Holder:** Cllr Spendlove-Mason  
**Status:** Decision

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1 Purpose of the Report

1.1 To agree to the establishment of a Market Hall Executive Advisory Panel and the associated terms of reference

1.2 To agree the terms of reference of the Redevelopment of the Council Headquarters Executive Advisory Panel established at the meeting of the Executive on 14 January 2013

2 Recommendations:

2.1 i) that the terms of reference for the Redevelopment of the Council Headquarters attached at appendix A be agreed

ii) that a seven member politically balanced Market Hall Executive Advisory Panel be established

iii) that the terms of reference for the Market Hall Executive Advisory Panel attached at Appendix B be agreed

3 Summary of Reasons for the Recommendations

The Council is undertaking two major projects; the redevelopment of the Council headquarters and work to the market hall. The Council's Constitution sets out the role of an Executive Advisory Panel as supporting the Executive in carrying its duties and functions by ensuring that the Executive is adequately informed in the decision-making process.

There is a requirement that the Executive will determine the remit of an Executive Advisory Panel within the confines of its role set out above

4 Key Facts

At its meeting on 14 January 2013 the Executive established an Executive Advisory Panel to support the Executive in Redevelopment of the Council Headquarters. The terms of reference were not agreed at that meeting and so are attached to this report for approval.

There is also a need for an Executive Advisory Panel to support the work on the market hall in Market Harborough. It is suggested that the panel consist of seven members. The Panel would be politically balanced which would be made up of five Conservative Group members and two Liberal Democrat Group members. The proposed terms of reference of this Panel are also attached to the report

## 5 Background Papers

. Minutes of Executive held on 14 January 2013

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**Previous report(s):** *n/a*

**Information Issued Under Sensitive Issue Procedure:** *n/a*

**Ward Members Notified:** *n/a*

**Appendices:**

**A. Proposed Terms of Reference of Redevelopment of Council Headquarters Executive Advisory Panel**

**B. Proposed Terms of Reference of Market Hall Executive Advisory Panel**

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