

Working, Advisory and Steering Groups – Protocol

1. Lead to call all meetings and will send an email to all members of the group advising of the date.
2. Lead to liaise with officers for the date of the meeting who will check availability of room or zoom. The office to book the room or create the zoom meeting.
3. Lead to prepare the agenda using the template agenda provided by the office and to email agenda and background papers to all members of the group, cc: officers into the email that is sent.
4. Members to email apologies and any reasons for absence to the lead and to cc the office. Office to record apologies and reasons received. Late apologies (on the day of the meeting) should still be emailed as above but it is also recommended for members to text the lead to ensure apologies are received in time.
5. Lead to ensure that any co-opted members or invited guests are invited to the meetings.
6. Lead to chair and officiate the meeting.
7. Lead to ensure a minute taker is appointed in all meetings; the minute taker to take minutes using template created by the office.
8. Lead to ensure attendance list of members attending is correct.
9. The minute taker will type up the minutes and send to the lead and to officers within 7 working days of the meeting.
10. Lead to check accuracy of minutes and to liaise with the minute taker and the office on any changes. Lead to ensure the office has a copy of the final draft minutes and the minutes when they are approved.
11. Office to include copies of the group minutes (final draft or approved) in the agendas for meetings of the appropriate parent committee or full council.
12. Office will maintain copies of the agendas and approved minutes that it receives from the lead.
13. Lead to communicate regularly with officers on ongoing work.
14. Lead to agree with the office on any actions which need carrying out by the office and actions that group members will carry out.
15. Lead to check emails regularly for matters relating to group business and to acknowledge within 2 working days any emails with queries or that require action – this acknowledgement is in addition to any automatic acknowledgement that may be generated by an email system.
16. Lead to feedback any recommendations to parent committee or full council.