

**STRATEGIC LEADERSHIP BOARD MEETING – 15 JANUARY 2007**

**STRATEGIC LEADERSHIP BOARD MEETING LOGISTICS**

- AGENDA ITEM:** 4
- SUMMARY:** **Outlining proposals on the style of minutes to be adopted, the frequency and venues for Strategic Leadership Board meetings.**
- ACTION REQUIRED:** **Agreement on the style of minutes and the arrangements for meetings.**

**Introduction**

1. This paper sets out proposals for the administrative and operational arrangements for the Strategic Leadership Board and Policy Development Panels.

**Minute Taking**

2. The key objective of minutes is to provide a clear and accurate record of a meeting which can be used to note key decisions and actions and to communicate the essence of the debate to external audiences. There are a range of styles of minutes that can be used, from the verbatim record with comments attributed to individual members, through the cabinet style where the discussion is summarised while retaining a sense of the issues addressed, to a simple note of agreed action points.
3. Neither the verbatim record nor the action points note are likely to be appropriate as a standard format for meetings of the Strategic Leadership Board. The former could be viewed as providing excessive detail which clouds the key agreements / decisions, whilst the latter does not provide any background to the decision making process. It is therefore proposed that the minutes will be in the following format:
  - a summary of the discussion on each agenda item providing sufficient detail to demonstrate the rationale for key agreements / decisions;

- members names will generally be omitted from comments unless specifically requested by the member; and
  - agreed Action Points will be clearly set out in the minutes.
4. It is proposed that the draft minutes will be circulated to members for comment within five working days of the date of the meeting. Comments will be taken on board, where appropriate, by the joint secretariat in preparing the minutes for agreement at the next meeting.
  5. The joint secretariat will meet within one day of the meeting to commission any agreed action flowing from the discussions.

### **Administrative Protocol**

6. In order to support the efficient and effective use of time and resources the following administrative protocol should be adopted:
  - papers should be distributed at least five days in advance of meetings;
  - unless agreed by the Joint Secretaries, in exceptional circumstances, papers should not be tabled at meetings;
  - papers should be as brief as reasonably possible with the key strategic points summarised in the introduction when papers are by necessity particularly lengthy or technical;
  - each paper will be sequentially numbered to ensure ease of access for the members;
  - papers should be produced on double sided paper using a one and a half spaced format unless another format is specifically required; and,

- members are encouraged to receive papers by email and should notify the secretariat if this is not appropriate.
7. All papers discussed at the meeting will be posted on the DoE Local Government Reform and the NILGA websites unless the material is recognised as sensitive. Members will wish to consider whether papers tabled should be published shortly after the meeting in advance of agreement on the minutes, or delay until after these are agreed and publish as a complete package.

### **Frequency of Meetings**

8. It is proposed, at this stage, that meetings of the Strategic Leadership Board should be scheduled for the first working Monday in each month. This will need to be reviewed if devolved government is restored, as plenary sessions of the Assembly would normally be held on Monday and Tuesday.
9. Under this proposal the next meeting would be held on Monday 5 February. A date for the third meeting would not be scheduled at this time, to take account of the current proposals for an election to the Assembly taking place on 7 March and the preparations for a return to devolution.
10. The proposal to schedule meetings during the first week in the month would link with early thinking that meetings of the Policy Development Panels, when established should meet during the third week of the month. This system would allow for adequate preparation time for the two-way exchange of papers and decisions between the two tiers of the Taskforce.

### **Venues**

11. Members will wish to consider the venue for the next meeting from the following options:
- Craigavon Borough Council
  - BT Waterfront Tower (Customer Experience Centre) Belfast
  - Council Premises within the Greater Belfast area

12. Following the elections, and establishment of the Policy Development Panels the joint secretariat will bring forward proposals for a meeting cycle for approval.