

COMMUNITY PLANNING STRATEGIC GROUP

(identify as appropriate)

OPERATING PROCEDURES

1. MEETINGS

- (a) Meetings of the Strategic Group shall be held quarterly as part of the cycle of Community Planning Strategic Group meetings. Special meetings may be called at any time on the instructions of the Chair of the Group or at the request of not less than one half of the total number of members of the Group. Such special meetings shall be held within one calendar month of the receipt of the request made to the Clerk to the Group.
- (b) The notice of meetings of the Group shall be given to each member of the Group by the Clerk at least seven days before the date fixed for the meeting.

2. MINUTES

Copies of all minutes of meetings of the Group shall be approved at the following meeting of the Group and shall be available for inspection by members of the public on the Community Planning website or in the local library within fourteen days of the meeting of the Group at which they are approved.

3. MEMBERSHIP

Membership of the Strategic Groups shall comprise a mix of Elected Members and Community Planning partner representatives. Membership shall be agreed by the Community Planning Board in respect of Community Planning partner representatives, and by the Moray Council in respect of the Elected Member representatives. If a member is not able to be present at meetings, a nominated substitute, whose name has been notified previously to the Clerk, may attend in their place.

Council officers shall attend meetings as advisors to the Group.

4. QUORUM

A Quorum shall consist of no less than half of the total number of members of the Group and comprise representation from both Elected Members and Community Planning partners.

5. ORDER OF BUSINESS

The Order of Business at every meeting of the Group shall be as follows:-

- (a) The membership present shall be recorded and apologies received;
- (b) The minutes of the last meeting of the Group shall be submitted for adoption;

- (c) Any other business, which the Chair has directed, shall be considered;
- (d) Actions passed down from the Community Planning Board (Theme Groups only) shall appear as a standing item on each agenda;
- (e) Items for information only should appear at the end of the agenda
- (f) Any other competent business shall be dealt with

6. REACHING DECISIONS

Every effort shall be made to reach a consensus on decisions taken at meetings.

Where agreement cannot be reached by consensus due to one, or more, of the partners feeling the need to veto a decision and revert to its host organisation for guidance, the decision should be deferred to the Chair of the Group and the Chief Executive Officer of the partner organisation to come to an agreement as soon as possible, but not later than the next meeting of the Group, when the decision would be reported.

7. CONDUCT IN MEETINGS

Respect shall be shown to the Chair, colleagues, Officers and any members of the public present within the meeting.

Members of the Group, or nominated substitutes, shall speak through the Chair and must comply with rulings from the Chair in the conduct of the business of the Group.

Partner representatives, who are not members of the Group, shall be entitled to attend meetings, but may not speak without the prior permission of the Chair.

8. CONFIDENTIALITY

Proceedings and printed material are generally open to the public. This should be the basis on which the meeting normally operates but there may be times when the meeting will be required to treat discussions, documents or other information in a confidential manner, in which case members must observe such requirements.

9. SUB-COMMITTEES

The Group shall oversee the work of a Coordinating Group, which has been established to manage the delivery of actions required to address the priorities agreed by the Strategic Group.