

## **Appendix 1**

### **INDICATIVE MEETING FORMAT**

This is an outline guide to timings; it is recommended this is given to the CSP for more work. This meeting format emphasises topical and themed debated. The agenda timings will need to be carefully thought through; an Assembly meeting is 3 hours and it would not be possible for all the planned agenda items to have the maximum time available at each meeting. There would need to be some mechanism for creating a workable and balanced agenda.

### **Preparation**

Prior to the themed debate taking place outreach would take place by Cabinet Members visiting Community Councils and other community forums on set themes in the weeks prior to the event. There may also be other engagement work to support this

### **Meeting**

#### **Informal start**

30 minute to one hour informal 'meet the Assembly session' prior to the meeting start.

This would informally present the information gathered from Community Councils etc and report on the Members vision, by for, example displays There may be a presentation by a community group – for example the Youth Council. This space would emphasis creative and informal ways of communicating.

It would give an opportunity for the public to informally discuss issues with Members and the wider community. It would not be obligatory for members to attend.

#### **Formal meeting**

The Council Business Panel would most likely need to adjust the timings by deciding the priority of each meeting. The meeting will last for no longer than three hours (subject to guillotine on debating formal reports for decision).

#### **1 Introduction, announcements, declarations of interest and agreement of minutes.**

- 5 minutes.

#### **2 Time for residents to bring topical and pertinent issues to Assembly – would need to find a balance between quality over quantity & accessibility:**

- Max of three Deputations
- Petitions from the public (currently petitions have proscribed time of 40minutes)
- Public questions (max 15 minutes).

#### **3 Themed debate centred on Cabinet member's portfolios or plans, policies and strategies presented by a Cabinet member and consideration of scrutiny reports** Cabinet lead to present vision, priorities and plan for the year (max 10 minutes).

**1 hour – or less where other business is at or near the maximum time indicated for**

- Cabinet member presentation on theme or debate
- Public pre-submitted questions on the theme of the meeting (max 15 minutes).
- Member's motions and questions on the Cabinet theme using present principles to allow sufficient political balance and political parties to hold Cabinet to account (max 30 minutes).

**4 Time for Members to bring topical and pertinent issues to Assembly**

- Members to bring topical motions (timings to be decided).
- Members' questions (max 30 minutes).

**5 Consideration of scrutiny reports (10 – 30 minutes).** This slot would be reserved for occasional engaging and appropriate reports (e.g. freedom passes food strategy)

**5 Formal constitutional business** ( Variable – can take 10 minutes but the whole meeting in case of deciding the budget – *note in some instances this currently takes as little as 10 minutes but could require up to 30 minutes in which case time allowed for themed debate and scrutiny reports would be less*). This may be able to be reduced further if some reports are removed but would expand if Members wanted Council Assembly to consider additional policies for decisions – bearing in mind legal constraints may make this difficult.