

BCN Meetings

The Meeting Agenda

- BCN hold regular (usually 6 weekly) meetings to impart and receive information, discuss issues and to check development and progress in relation to BCN's action plan and priorities.
- The meeting agenda lists the items to be discussed at the meeting.
- The meeting always begins by introducing any new members to the group and receiving apologies from those unable to attend.
- Discussion is initiated by reviewing the minutes of the last meeting to ensure that everyone agrees with the decisions that have been made and to follow up on any progress.
- After this review the main items on the agenda are considered.
- The Chair of the group sets the agenda ahead of the meeting with the assistance of the support staff.
- If a representative wishes to add an item to the meeting agenda you need to ensure that you contact the appropriate person at least 7 working days before the meeting is due to be held.
- Alternatively, you can raise any additional urgent issues at the meeting itself. The last item of the agenda 'Any other Business' is designed for this purpose.
- Minutes are approved by BCN's Chair prior being passed on to full Management Committee for final approval .Minutes are sent with agenda items.
- In the absence of Chair, meetings are chaired by 1 Vice Chair – in the absence of Chair and Vice Chairs, meeting are chaired by Accountable Body.

It is the responsibility of the Chair (or Vice Chair in the Chair's absence) to run the meetings. It is the Chair's role to:-

- Start the meeting on time
- Introduce each item on the agenda, putting it in context and explaining the purpose of the discussion
- Keep the meeting to time and monitor the pace so that there is time for all items on the agenda to be discussed
- Control the flow of conversation by restraining the most vocal and ensuring that the quieter representatives have equal opportunity to offer views and opinions.
- Keep the discussion to the point
- Conclude each topic by summarising what has been agreed or decided
- Identify individuals to complete action points and/or take forward specific pieces of work

BCN - Roles and Responsibilities of Management and Sub-Group Representatives

BCN representatives have a responsibility to:-

- Complete their Term of office (3 years if elected – 1 year if co-opted)
- Regularly attend meetings–If a representative **is absent on three consecutive occasions without genuine reason and/or accepted apology, the Management Committee retains the right to co-opt an alternative representative. Three absences without apologies results in automatic loss of seat at the end of the year (i.e.; the 3 strikes rules also applies for BAP members).**
- Send apologies for absence at the earliest possible opportunity
- Avoid promoting personal opinions and interests but contribute the wider views and opinions of the VCF sector
- Promote and facilitate partnership working between VCF groups and individuals and with public and private sectors
- Ensure all relevant information is clearly reported back to BCN Management Committee, Sub Groups and VCF sectoral groupings as appropriate.
- Acquire and maintain an up-to-date knowledge of national issues relating to regeneration and renewal
- Acquire and maintain an up-to-date knowledge of local issues
- Read relevant information and documentation prior to meetings
- Submit documentation to meet pre-determined deadlines
- Report back to their own group and sector
- Engage in Theme/sub-group activity both BCN & BAP
- **Provide Representative reports as an ongoing matter in the form specified for all external meetings attended as BCN representative**
- Positively promote BCN and Burnley to other organisations and individuals
- Respect the views and opinions of others and maintain confidentiality when appropriate
- Respect and maintain confidentiality whatever format information is presented – verbal, reports or e-mail.

Conflict of Interest

- Representatives having a financial or organisational interest in a matter under discussion should declare the nature of his/her interest and withdraw from the room, unless he/she has a dispensation to speak. This will be a standing item on the agenda.
- Representatives having any interest in the matter under discussion which creates a real danger of bias, that is, the interest affects him/her or a member of his/her household, then he/she should declare the nature of the interest.
- If a representative is in any doubt about the application of rules relating to conflict of interest then he/she should consult with the Chair.

Mentoring Scheme

If you are new you will be offered mentoring from a current member of the Management Committee and/or sub-group. If you take this option, your mentor can help you settle into the group by explaining the procedures, background to the projects and activities already underway and issues currently under discussion. Your mentor can support you during the first few meetings to help bring you into the discussions. Mentoring can go on for as long as you feel it is needed. Prior to your first meeting you will be briefed by your mentor where possible or by the relevant support person so that you are familiar with the history and current status of all items on the agenda. You will also be given an explanation of how the meeting will be run, Who's Who and what happens after the meeting.

Other Sources of Support

- One-to-One support meetings with a mentor or with BCN's Administrator-Information Officer
- Resource Library consisting of a wide range of support material (see Annexe)
- A range of opportunities exist for formal and informal training, conferences and workshops on a wide range of subjects relevant to your role as representative.

If you have any particular needs please inform your mentor who will arrange for you to obtain the support you require.

Operation of Meetings

- Meetings generally take place on Tuesday and Thursday alternatively (CVS – Conference room – 10:00 am – cf meeting dates attached). Any variance from this schedule will be notified to members well in advance of meeting dates.
- Meetings will start at 10:00 am and finish by 12:00 noon unless a longer meeting has been previously agreed.
- Members should ensure that they are available for the duration of the meeting.
- Mobile phones should be switched off throughout the meeting and Members should advise their staff that they are not to be interrupted during the meeting.
(There are sometimes extenuating circumstances where non conformity with the above rules is necessary but advance notice of such circumstances should be notified to and discussed with the Chair so that agenda items can be properly managed and discussed.)
- Meetings will be supported and facilitated by the BCN Administrator-Information Officer

Conduct of Meetings

- Members should ensure that they are available for the whole of the meeting. If members have unavoidably to leave before the end they should discuss this with the Chair prior to the meeting so that agenda items can be properly managed and discussed.
- For the duration of the meeting mobiles should be switched off.
- Members should advise their staff that they are not to be interrupted except in extreme circumstances
- Apologies to be forwarded **prior** to meetings taking place.

Agenda items to be forwarded one week prior the meeting date to BCN Administrator/Information Officer – any other items to be raised as Any Other Business at the end of the meetings

PLEASE REMEMBER TO SEND YOUR APOLOGY TO AVOID LOSING YOUR SEAT BY THE THREE STRIKES RULE .