

SFJB12

Prepare for democratic and decision making meetings



Overview

Meetings are a vital part of the democratic and decision making processes in local government. For local democracy to be effective, it is vital that meetings are prepared for efficiently and effectively so that discussions can be focused and relevant, and decisions taken in a timely and informed way. This unit covers both the executive and scrutiny functions of local authorities, where they apply, as well as more traditional committee structures, advisory bodies, partnership groups etc.

Target Group

This unit is appropriate to the work of local government staff working, for example, in Committee Services, Democratic Services, Scrutiny or other departments that have an important role in assisting the local authority to achieve the most effective and appropriate democratic and decision making processes.

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Performance criteria

You must be able to:

- P1 ensure all relevant people:
 - P1.1 receive advance notice of the meeting as required
 - P1.2 have the opportunity to contribute to the preparation of papers and agenda
 - P1.3 receive final version papers and agenda within specified deadlines
- P2 ensure final versions of the papers and agenda:
 - P2.1 are accurate, complete and available within specified deadlines
 - P2.2 conform to legal and local authority requirements
 - P2.3 meet the requirements of exempt and confidential information

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Knowledge and understanding

You need to know and understand:

- K1 the purpose and nature of the meeting and how it fits into decision making processes
- K2 relevant people who have an interest in the meeting and how to involve them in preparations
- K3 the purpose of an agenda and how it should be drafted
- K4 the information you need in order to produce an agenda and how to access such information
- K5 the people who should receive the agenda and papers, both members of the committee and others with a legitimate interest
- K6 the essential information that should be contained in the agenda and the notice of the meeting
mMeetings for which advanced notice may have to be given
- K7 the purpose of pre-meetings and why they are important
- K8 who you should meet with in advance of the meeting, according to the type of meeting and the issues to be discussed
- K9 actions that may have to be taken as a result of a pre-meeting
- K10 the purpose of checking papers and agendas in advance of the meeting and what to check for
- K11 who should receive papers and agendas according to the type of meeting and the issues being discussed

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Additional Information

Scope/range related to performance criteria

This unit covers the following types of meetings:

- 1 executive meetings
- 2 overview and scrutiny committees
- 3 partnership bodies
- 4 Consultative or advisory bodies
- 5 NHS or Community Safety Committees
- 6 Decision making committees

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Behaviours

You must show that you work in the following way

- 1 you demonstrate political neutrality
- 2 you identify and build relationships with people essential to your work
- 3 you work to develop an atmosphere of professionalism and mutual support
- 4 you prioritise objectives and plan work to make best use of time and resources
- 5 you use effective and efficient means to gather, store and retrieve information
- 6 you present information clearly, concisely, accurately and in ways that promote understanding
- 7 you monitor the quality of work and progress against plans
- 8 you take pride in delivering high quality work
- 9 you focus attention on specific details that are essential to success

Links to other NOS

- 1 B22 Research analyse and report information
- 2 C15 Carry out your responsibilities at work
- 3 C21 Establish and maintain effective working relationships in local government
- 4 C31 Contribute to the implementation of local government legislation, regulations and procedures
- 5 B13 Support, record and follow up democratic and decision making meetings

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