

Appendix 2

Review of Meetings- Action Plan

Decision of Council	Options/Measures to address	Lead Officer/Body	By when
1. Face2Face style informal meetings between Cabinet and Overview and Scrutiny Members	<ul style="list-style-type: none"> - Themed or Generic -Open space event/Facilitated - To identify key forthcoming issues/commission future work? - to align work programmes? 	Head of Democratic and Member Services	Report to Cabinet Liaison June 07
2. More seminars similar to the LTP where there is a specific outcome and Members have influence.	<p>Better forward planning by Chief Officers which enables</p> <ul style="list-style-type: none"> -more robust Cabinet Forward Plan process - early identification of key forthcoming issues <p>Ask Members to identify what issues they would like to contribute to.</p>	Corporate Leadership Team (CLT)	Reported to CLT 3/5/07 To DoCS Mgt team 10/05/07 Visits to other Management Teams planned
3. Link events to other meetings e.g. Council meetings	Arrangements for this are already in place	Head of Democratic and Member Services	July 2007
		Democratic Services team	-

<p>7. Develop Overview and Scrutiny function to make it more pro active, more focus on external issues, and investigate the possibility of aligning individual members or groups of members to specific Cabinet Members Portfolio areas.</p>	<p>Development Day to consider this issue. Overview and Scrutiny Management Committee asked to consider this at their meeting on 7 June. This issue has to be considered in the context of the Government's current Bill where it envisages an expansion in the role of scrutiny.</p>	<p>Head of Democratic Services</p>	<p>July '07</p>
<p>Transparency</p> <p>8. To improve the flow of information to members by not producing more information but better information.</p>	<p>Dedicated Members Web page launched in combination with a weekly electronic Member Information bulletin to highlight new additions to the web site.</p>	<p>Head of Democratic Services</p>	<p>July 07</p>
	<p>Cabinet Members to provide regular update on what is happening within their portfolio area.</p>	<p>Cabinet Members</p>	<p>Report to Cabinet Liaison June 07</p>
	<p>Discuss with services their communication with members to capture all communications in one place</p>	<p>Head of Democratic Services</p>	<p>July 07</p>

	Pilot monitoring of a Member's email inbox to assess needs.	Head of Democratic Services	July 07
9. To consider specifically what information members need to know to enable them to engage and inform their parish and town councils.	Local member protocol re-launched through News and Views. All officers asked to consider what types of information Members' need to engage and inform their parish and town councils.	Head of Democratic Services	May 07
	Survey members- find out what they want/need.	Head of Democratic Services	July 07
10. To undertake local briefing within local areas	Community Area Boards will provide the vehicle for this and this part of the work on 1C4W.		
	Cabinet in the Community	Cabinet Members/Chief Officers to identify opportunities for this.	Cabinet Liaison June 07
11. To implement a revised system to improve the briefing of opposition members, either collectively or through regular groups leaders' meetings, to improve trust and confidence	Discuss with Group Leaders	Head of Democratic Services	To Group leaders June 07

