



Falkirk Community Trust
Protocol for Public Meetings

1. Introduction

- 1.1 The following protocol has been drafted to ensure a consistent approach is adopted and to give guidance to staff, Directors and members of the public on the arrangements for public notification, access to and agenda content for the Board's quarterly meetings.

2. Notification of Meetings

- 2.1 Information advising of the quarterly Trust Board Meetings for the calendar year will be placed on the Trust website starting in August 2017 and thereafter in January each year. Posters will be placed in the following venues in August 2017 (and January of each year thereafter) and remain in place throughout the year.

- Stadium HQ
- Libraries
- 3 main Sports Centres
- Grangemouth Stadium
- Callendar House
- Hippodrome
- Falkirk Town Hall

- 2.2 The information to the public on both poster and website will advise of place, date and time of meetings, invite members of the public to attend and direct them to the website to view the agenda and public papers which will be published normally 5 days ahead of each meeting.

- 2.3 The local press will be advised normally 5 days before each meeting and provided with a link to the agenda and public papers on the website.

3. The Meeting Structure

- 3.1 Each quarterly Board meeting will be structured as follows:

- Part 1: Public Items - permitting public attendance.
- Part 2: Private & Confidential Items - held in private

- 3.2 All the items of business to be considered at the meeting will be noted on the Agenda. No other item of business will be considered unless an urgent matter has arisen after the Agenda publication.

4. Publication of Papers and Minutes

- 4.1 The Agenda Items and accompanying papers (other than papers relating to private and confidential matters) will be published on the Trust website normally 5 days ahead of each scheduled quarterly Board meeting.

- 4.2 Items will be defined as Private & Confidential when they contain commercially sensitive, confidential or personal information pertaining to the Trust or its stakeholders and funders. All papers for this part of the meeting will be watermarked "confidential".

- 4.3 Items of business may be considered as verbal reports or presentations and these items may not be accompanied by a report.

- 4.4 The Minute of the meeting will be published on the Trust website within the public agenda pack normally 5 days ahead of the next quarterly Board meeting.
- 4.5 The section of the Minute relating to any Private & Confidential items will be redacted from the minute. An appropriate note of the decisions taken in relation to the Private & Confidential items will be held for business purposes and will be approved at the next meeting of the Board and published on the Trust's website thereafter.

5. Public Attendance at Meetings

- 5.1 Each quarterly meeting of the Board will be open to the public except where items of business are defined as Private & Confidential. Special meetings of the Board and Sub Groups will not be open to the public.
- 5.2 Members of the public and press attending meetings will not speak to the meeting unless invited to do so by the Chairman. If a member of the public or press disrupts the meeting the Chairman will ask them to leave the premises.
- 5.3 Members of the public and press will not be allowed to photograph record or broadcast the proceedings of the meeting. At the start of each meeting the Chairman will remind those attending of this obligation and request that members of the public and press switch off and refrain from using mobile devices for the duration of the meeting.
- 5.4 The Chairman will ask all members of the press and public to leave the meeting prior to consideration of any of the private and confidential items.
- 5.5 If it becomes likely at any point in a meeting that private or confidential information will be discussed, the Chairman will ask all members of the press and public to leave the meeting while the particular matter is being considered, and any Minute of that discussion will not be published.

6. Review

- 6.1 The protocol will be reviewed and updated at least annually.