

Guidelines – production of agenda/minutes/reports

Report authors' responsibilities:

1. Reports should be prepared using only the latest COG/RAPC/RCPC reporting template. These are available on Renfo.
 2. Reports should include a summary; clear, unambiguous recommendations; and avoid jargon. At first mention in a report, acronyms should be spelled out ie *Renfrewshire Adult Protection Committee (RAPC)* - and the acronym used thereafter. Raw data should not be submitted without an analysis/covering report.
 3. In order to comply with guidance from the Royal National Institute for the Blind, reports should be written in **Arial** typeface using **font size 12** and be justified to the left margin. This ensures software for visually-impaired people can "read" documents. (For the same reason, please avoid submitting reports that have been scanned).
 4. Reports should not require colour printing. *Given the cost implications, documents will only be printed in colour in exceptional cases when approved by the Lead Officer.*
 5. Appendices should be combined/attached to reports.
 6. Reports should be submitted to the Lead Officer – in sufficient time to allow the Lead Officer to seek approval by the Chairperson for inclusion on the agenda.
 7. In order to meet deadlines for the publication of agendas, report authors **must** liaise with the Lead Officer to agree timescales for the receipt of reports by the Lead Officer and subsequent approval by the Chairperson, prior to submission to Committee Services for publication in the agenda.
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Lead Officer's responsibilities:

- To consult with the Chairperson and prepare a list of items to be included on the agenda (in the order in which they are to be considered at each meeting) and advise Committee Services, at least 8 days prior to the date of each meeting. (NB: agenda items should mirror the title/heading of reports).

- To liaise with report authors to agree the timescale for production of reports, in order to obtain approval of the content by the Chairperson, prior to submission to Committee Services for publication on the agenda.
- Following receipt of approval of content by the Chairperson, reports should be submitted to Committee Services, in pdf format, by **no later than 3.00 pm** on the day prior to the deadline for publication of the agenda.
- The deadline for publication of the agenda is **not later than 7 days** prior to the date of the meeting. Reports received by Committee Services after the 3.00 pm deadline for submission of reports will be marked “Not Available – Copy to Follow” and will be issued separately.
- To ensure that agendas can be produced on time, regardless of the availability of specific committee services staff, reports **must** be submitted to Committee Services by email:

To: Mail in Corporate Services
 Subject: agendas.cs@renfrewshire.gov.uk

- To advise Committee Services of any changes to notified agenda items ie withdrawal of reports, additional reports etc.
- To make arrangements for external agencies to deliver presentations to the Committee, including access to ICT equipment. *(It is expected that staff delivering presentations will make their own provisions in this regard and will be familiar with the operation of media equipment in the Council Chambers/ Corporate Meeting Rooms. Business Support can demonstrate).*
- To advise Committee Services of additions/changes to the composition of the Committee and members’ contact details.
- To liaise with Committee Services to ensure actions arising from decisions taken by the Committee are carried out.

Committee Services’ responsibilities:

- To arrange, in consultation with the Chairperson and Lead Officer, the dates, time and venues for meetings (subject to Committee approval).
- To book venues and arrange catering for Committee meetings.
- To collate and produce an agenda, in pdf format, for each meeting, following notice of agenda items and submission of reports.

- To provide advice to officers about exempt items and to manage these in accordance with relevant legislation.
 - To arrange for agendas to be printed and distributed/posted to relevant parties **not later than 7 days** prior to each meeting.
 - To issue an agenda to each member of the Committee by email **not later than 7 days** prior to each meeting.
 - To publish agendas and minutes on the Council's web site (exempt items will only be available to members and appropriate, relevant officers).
 - To issue late reports/additional reports/revised reports as appropriate and update web site accordingly.
 - To arrange "meet and greet" facilities on the day of each meeting;
 - To attend meetings to provide procedural advice and for the purpose of preparing a minute of proceedings.
 - To produce a **draft** minute within 10 days of each meeting for approval by the Chairperson.
 - To produce a final minute for inclusion on the agenda for the next meeting.
 - To liaise with the Lead Officer to produce a note of actions to be taken following each meeting, for distribution by email to all members within 10 days of the meeting.
 - To liaise with the Lead Officer to ensure actions arising from decisions taken by the Committee are carried out
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