



Standards for Managing Board Meetings

This is a statement of standards the Board of Trustees will use in arranging and conducting board meetings to ensure that:

- Trustees receive meeting agendas and supporting papers in good time prior to meetings to ensure adequate preparation
- Decisions taken by the Board and action required are clearly minuted and the person responsible for follow-up action identified.

Minutes are circulated within seven days following the meeting to ensure that board members are clear about agreed action points

MEETING STANDARDS

- **Agenda:** Requests for items to be included on the agenda should be submitted to the Chair at least 5 days before the meeting – with supporting papers submitted in a suitable timely manner. The Chair may consult with other Board members but will form the meeting agenda. Three days before the meeting the agenda and supporting papers should be issued to the Board. At the beginning of the agenda will be an item requiring directors to declare any personal interest in any of the business of the meeting.
- **Agenda Items:** When requesting items to be included in the agenda, board members will provide information to explain the reason/focus of discussion rather than submit only the 'subject heading' and give an indication of what is hoped to be achieved by discussion.
- **Discussion:** The board member introducing the item will remind the meeting of the purpose/focus of the discussion and any decision required by the Board. The Chairperson will manage the time to be allocated to the discussion.
- **Standards of Behaviour:** All board members are expected to conduct themselves with integrity, courtesy and professionalism.
- **Decision/Action:** Following discussion the Chairperson will summarise the discussion, clarify any decision taken and confirm action to be taken and the person responsible. The Chairperson will confirm the Minute Secretary has clear information to be included in the minute.
- **Disagreement:** Where there is disagreement about a decision taken by the Board the minute will note the name of any board member not in agreement and give reasons.
- **Date of Next Meeting:** At the end of each meeting the date of the following meeting, time and venue will be agreed.
- **Minutes:** Within 7 days of the meeting - draft minutes, identifying agreed actions, will be agreed with the Chair and circulated to the Board. Once ratified at the subsequent Board meeting, the Chair shall sign off these minutes and a hard copy retained in the BCC office.
- **Publication of Minutes:** Minutes will not be made public before being agreed by the Board and will be posted on the Charity's website following approval and the removal of personal or information that may be considered sensitive to the operation of the Charity.