

## Facilitation of Member Area Group Meetings, Forward Work Programme and Activities

	Responsibilities
Chair of Member Area Group	To chair the MAG meetings: introduce items and contributors; manage the debate; summarise conclusions and confirm resolutions, actions or requests; time management of the agenda.
	To lead on clarifying items agreed for the forward work programme i.e. ensuring they are adequately described and have such information on the appropriate service, officers or lead members as is available at the meeting.
	To lead on clarifying amendments, deletions or re-scheduling of items on the forward work programme that are agreed at a MAG meeting.
	To liaise with the supporting Head of Service to accept or decline items raised outside of a MAG meeting onto the forward work programme <sup>1</sup> and to inform the Committee Administrator of new items or changes to the forward work programme.
	Responsibilities
Head of Service (for the MAG)	To assist the Chair and members to clarify information on items being added to the forward work programme (the issues or information being sought, responsible service, officers or lead members, appropriate timescales for bringing items to a MAG meeting).
	To inform the Chair and members about issues relevant to the MAG meeting agenda or forward work programme.
	To advise the Chair and members on Council procedures and activities as appropriate.
	To advise the Chair of the MAG on proposed items raised outside of a MAG meeting for the forward work programme and to inform the Committee Administrator of new items or changes to the forward work programme.

<sup>1</sup> The Member Area Groups determine their own forward work programmes and agendas with advice from the supporting Head of Service

	To identify the responsible service, officers or lead members for actions or information requested by the MAG. <sup>2</sup>
	To advise the MAG on whether information supplied to the MAG is of a confidential or sensitive nature, or whether it can be shared more widely or publically.
	<i>Responsibilities</i>
<i>Committee Officer</i>	To organise meeting dates, times, venues, refreshments and equipment.
	To maintain the MAG forward work programme.
	To liaise with reporting officers, issue invitations, provide information on the reports or issues requested by the MAG and on the proceedings and arrangements for the MAG meeting.
	To liaise with the Chair of the MAG on the timings to be included on the agenda.
	To produce, distribute and store on the mgintranet agenda packs for each MAG meeting.
	To attend and minute MAG meetings.
	To advise on protocols and arrangements for MAG meetings.
	To assist reporting officers or lead members in the provision of equipment required for their reports or presentations at MAG meetings.
	To note in the minutes and circulate actions or information requested by the MAG to the responsible service, officer or lead member.
	To remind the Chair, Head of Service and members to adequately identify and describe information for items being added to the forward work programme.

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<sup>2</sup> The Committee Officer role will not usually extend to undertaking activities on behalf of the MAG such as research, collection or collating of data or information etc. The Head of Service to identify the appropriate service, officer or lead member for these activities.

