



CSP Meetings Protocols 2010 – guidance for CSP partners

Meeting Dates:

Meeting dates are set by the CSP Coordination Team, who endeavour to ensure that these dates do not clash with existing corporate calendars.

Please note that it is extremely difficult to change the dates **and** venues of meetings once they have been set. We realise that some clashes will be inevitable, but with a full programme of meetings now in place for the CLB, CCEG and JCG, together with dates now emerging for Focus On and CSP Forum events, such clashes will be kept to a minimum.

How do I get a paper on the agenda of a CSP meeting?

An agenda forward planner is in use for all CSP bodies, and calls for papers are issued to those partners who are represented on each of the CSP's constituent groups.

In addition, papers may also be placed on the agenda of groups by means of referral or commission from another CSP body under its terms or reference, and it is also possible for partners to place items on agendas through the CSP Coordination team who will be able to advise as to the most appropriate group to receive the paper.

What type of paper/report are CSP bodies expecting?

Call for papers – how do items get onto agendas?

- For all CSP bodies – an agenda forward planner will be utilised.
- For all CSP bodies – calls for papers will be issued, though the range of partners who may influence what items are placed on an agenda varies as follows:
 - CLB – largely sets its own agenda, though some items will be suggested by CCEG
 - CCEG – items from partner bodies represented in CCEG; commissions from CLB, referrals from JCG; items from other partners via negotiation with AD P&P and CSP Coordination Team

- JCG – items from partnerships represented on JCG; commissions from CLB and CCEG
- CSP Forum – items from any partners; commissions from CLB, CCEG, JCG

Timescales:

- **25 working days** ahead of meeting – call for agenda items
- **11 working days** ahead of meeting – draft papers **must be submitted** to CSP Coordination Team. Any papers and reports not submitted before this deadline will not form part of the agenda.
- **7 full days** ahead of meeting – final papers circulated
- In exceptional circumstances, and at the discretion of the chair of the group, additional final papers may be circulated **no later than 4 full days** ahead of meetings

Actions arising from meetings

These are recorded in an action log and partners and officers will be reminded to report back to the next meeting.

Minutes from meetings

Minutes from all CSP group meetings will be shared on the CSP website following their sign off and approval at the group's next meeting.

Important pieces of information stemming from meetings may – at the discretion of the chair – be shared with wider CSP partners in advance of the formal approval of minutes. Such information will be communicated via CSP Information Bulletins, and the CSP website.

Further information and clarification available from the CSP Team – csp@cumbriacc.gov.uk 01768 812310