

COMMUNITY SAFETY BOARD ADMINISTRATION ARRANGEMENTS

Membership

1. Membership of the Board shall be as follows:-
 - West Lothian Council – five councillors appointed by the council, one of whom shall be appointed as Chair of the Board; Chief Executive; Depute Chief executive with responsibility for community safety.
 - Lothian & Borders Police – Chief Superintendent or nominee; Manager, Community Safety Unit.
 - Crown Office and Procurator Fiscal Service – one member.
 - NHS Lothian – CHCP Director and one other member.
 - Lothian & Borders Fire and Rescue Board – one member.
 - L& B Community Justice Authority – one member.
 - WL Voluntary Sector Gateway – one member.
2. Members may send substitutes from their organisation.
3. The council's Committee Services manager shall be Clerk to the Board.

Quorum

1. Three members, to include at least one from West Lothian Council and one from Lothian and Borders Police.
2. In the event that a quorum is not present, the business of the meeting shall be carried forward to the agenda for the next scheduled meeting.

Agendas and reports

1. The Clerk to the Board shall circulate agendas and reports four clear days before the meeting.
2. Reports shall be lodged with the Clerk at least five clear days before a meeting.
3. Reports shall be in writing, on the report template agreed by the Board, and will be included in and sent with the agenda for a meeting.
4. The Chair may exceptionally allow items of business to be considered at a meeting despite them not being on the agenda; may allow written reports to be tabled where they were not circulated with the agenda; and may allow verbal reports to be presented.
5. Agendas, reports and minutes shall be open to inspection by members of the public and shall be published on the council's website.
6. If a report contains information which, in the opinion of the Chair of the Community Safety Steering Group in consultation with the Chair of the Board, is restricted, sensitive or confidential then the report shall not be open to inspection by members of the public and shall not be published on the council's website.

7. Reports which are not to be open to inspection by members of the public and which are not to be published on the council's website shall be referred to on the agenda but shall be marked as "Private" and shall only be circulated to members of the Board.

Meetings

1. Meetings of the Board shall be open to members of the public and meeting dates shall be publicised through the council's website.
2. If a report contains information which, in the opinion of the Chair of the Community Safety Steering Group in consultation with the Chair of the Board, is restricted, sensitive or confidential then the public shall be excluded from the meeting during consideration of that item of business.
3. The Board shall meet on at least four occasions in each calendar year.
4. The Board shall agree dates for meetings of the Board from time to time.
5. The Chair of the Board shall have the power to alter the date and time of a meeting.
6. The Chair of the Board shall have the power to call a special meeting of the Board if urgent business arises which must be dealt with before the next scheduled meeting.

Action Notes and Minutes

1. The Clerk shall circulate an Action Note within five working days of the date of a meeting.
2. The Clerk shall prepare a minute of each meeting which shall be circulated with the agenda of the next scheduled meeting for approval.