

# Community Sub-Group Transparency Proposals

GTDP Board Meeting Friday 15th December 2017

The Community Sub-Group remains concerned about the lack of transparency and communication from the Board. We offer the following proposals to improve matters, which we ask the Board to adopt.

1. **The Board should resume production of a meeting highlights summary, to be published rapidly after each Board meeting.**

*This is necessary to allow those unable to attend the meeting to be informed of key outcomes in a timely fashion, rather than having to wait for the draft minutes to be published.*

2. **Except for emergencies, all reports, papers and proposals should be published with the Agenda in advance of each Board meeting.**

*This is necessary to allow Board members adequate time to consider proposals and reports, and to obtain feedback and instructions from their organisations and constituents.*

3. **Board members must be consulted on the proposed agenda for each meeting, and have the opportunity to request additional items be added.**

*This is to allow the Board more control over its own meetings, and prevent the appearance of the business of the meetings being dictated by a single organisation or person.*

4. **Papers and minutes should be published in accordance with the agreed timescales: At least one week prior to the meeting for the papers, and no more than two weeks after each meeting for the draft minutes.**

*This is to allow sufficient time for Members to prepare for meetings and consult their organisations and constituents, and ensure timely reporting after the fact.*

5. **At each Board meeting, written reports should be provided (a) by each Sub-Group, (b) on TEP and SUE progress, and (c) on activity around each of the Board's Strategic Objectives.**

*This is to ensure regular reports are available to the public on the work of the Board and on the development progress. The reports must be provided in advance so that the public and other organisations can provide input and comments through their representatives at each Board meeting.*

6. **Some form of minutes, meeting notes or summary should be published for every GTDP Board, Sub-Group and Officer Group meeting. At a minimum there should be a list of attendees and a public summary of the issues discussed.**

*This is to ensure greater transparency, and to avoid the appearance of things being done in secret by shadowy groups with something to hide.*

7. **The GTDP website needs to be updated to include details of the current Board Members, information on progress with each of the Strategic Objectives, and information on progress with the TEP and SUE. The website needs to be kept up to date moving forward.**

*This is to ensure that the public have easy access to up-to-date information, and to showcase the positive work of the Board.*