

Suggested way to administer the continued operation of the 50 person panel in 2026: Meeting quarterly plus AGM

1. OVERALL GOVERNANCE MODEL

A hybrid representative–deliberative model ensures that all 50 members shape the agenda and direction of the assembly, while a smaller rotating group of seven attends each quarterly meeting to keep discussions focused, manageable and productive.

The structure rests on four pillars:

1. Representation

Every member has equal opportunity to participate across the year.
2. Rotation

Quarterly meetings are attended by a different mix of members.
- 3 Transparency

All decisions, actions and discussions are recorded and shared publicly.
4. Accountability

Commitments are tracked, reviewed and reported back to the assembly and wider community.

2. QUARTERLY MEETINGS

Purpose
To review progress, raise issues, shape priorities, and agree actions for the next quarter.

Attendance
Maximum of 7 members, selected through a transparent rotation system (see Section 4).

Structure of Each Meeting
Each quarterly meeting to be two hours max. and to follow a consistent, predictable format.

Example Structure

Agenda item	Duration	Details
Welcome & Context	10 minutes	Chair outlines purpose, recap of previous quarter's actions and progress
Updates from Stakeholders	20 minutes	Council officers, police, BID, or other partners provide updates; clarifying questions only
Deliberation Session	45 minutes	Members discuss key issues submitted by wider assembly; facilitator ensures balanced speaking and respectful dialogue
Decision & Action Setting	30 minutes	Agree on 3–5 priority actions, recommendations to escalate, requests for further information or evidence
Reflection & Close	15 minutes	Reflect on what worked well and what needs improvement; confirm next meeting's rotation group
Total Meeting Length	2 hours	About the right length for a quarterly meeting

3. RECORDING ACTIONS & AGREEMENTS

A dedicated Meeting Recorder (independent facilitator or council officer) is required.

- What is Recorded**
- Key discussion points (not verbatim)
 - Decisions made
 - Actions agreed & who is responsible for each action
 - Deadlines
 - Any minority views or dissent
 - Any items deferred to future meetings
 - Any requests for evidence or clarification

- How it is Recorded**
- Using a standardised Action & Decision Log
 - Stored in a shared digital folder accessible to all 50 members
 - Summarised into a public facing update within 7 days

- Ensuring Accuracy**
- Draft minutes circulated to the 7 attendees within 48 hours
 - Members have 72 hours to request corrections
 - Final version published after sign off by the Chair

4. HOW THE ATTENDEES ARE SELECTED

A fair, transparent rotation system ensures equal participation.

- 1. Divide the 50 members into 7 groups**
- Six groups of 7 people & one group of 8 people
- 2. Rotate across the 4 quarterly meetings**
- Example group rotation:
- Q1: Group A; Q2: Group B; Q3: Group C; Q4: Group D
 - Groups E, F, G will attend in the following year

- 3: Allow for voluntary swaps**
- Members may swap meeting slots with others if needed, provided:
- The group size remains 7
 - The Chair is notified in advance
 - The swap is recorded for transparency

- Step 4: Ensure diversity each quarter**
- If a group becomes unbalanced (e.g., all from one demographic), the Chair may adjust membership to maintain diversity across:
- Age / Gender / Geography / Lived experience / Interests

- 5: Maintain an “Observer Pool”**
- Members not attending may join as silent observers, in the room or via livestream (no speaking rights), ensuring openness and continuity.

5. COMMUNICATING DECISIONS TO THE PUBLIC

Within 7 days of each quarterly meeting, a public update is released.

- Format of the Public Update**

 - One page summary of key decisions
 - List of agreed actions and responsible parties
 - Progress update on previous actions
 - Any recommendations escalated
 - Date of next meeting
 - Contact details for public feedback
- Communication Channels**

 - Social media & Email Newsletter
 - Local MP website and BCP Council website
 - Local press
 - Noticeboards in key town centre locations
 - Optional - Short video summary recorded by the Chair / Vice Chair

- Tone of Voice**
- Clear, factual, accessible, non technical, and focused on outcomes.

6. ANNUAL GENERAL MEETING (AGM)

- Purpose**
- The AGM to be a half day event that brings all 50 members together once a year to:
- Review the year’s progress
 - Evaluate the effectiveness of the assembly
 - Refresh priorities for the next 12 months
 - Approve any changes to governance
 - Celebrate achievements
 - Build cohesion and shared purpose

7. WHY THIS MODEL WORKS

1. **Fair** – everyone participates equally across the year.
2. **Efficient** – small quarterly groups allow deep, focused discussion.
3. **Transparent** – clear recording and public communication build trust.
4. **Accountable** – actions are tracked and reviewed systematically.
5. **Inclusive** – the AGM ensures all voices shape the long term direction.
6. **Sustainable** – predictable structure avoids burnout and maintains momentum.

SUGGESTED AGENDA ITEM FOR THE FIRST MEETING

Each of the actions contained in the Action Plan (January 2026) to be assigned to a roles and responsibilities matrix, using the RACI system, as follows:

- **R – Responsible:** The organisations or individuals who carry out the work. They complete the task or action.
- **A – Accountable:** The one person or one organisation who “owns the outcome” – they make the final decision and ensure the work is delivered properly.
- **C – Consulted:** People who provide input before the work happens. They offer expertise, advice or feedback.
- **I – Informed:** People who are kept updated. They are not involved in the work but need to know what is happening.

Candidate organisations for roles and responsibilities:

