

THE MORAY COUNCIL CORPORATE MANAGEMENT TEAM (CMT)

BRIEFINGS TO COUNCILLORS

PROTOCOL

1. Purpose

- 1.1 The purpose of the briefings is for Group Leaders to receive from CMT 3 minute style briefings on emerging issues with immediate relevance or concern within CMT's portfolio. It is anticipated that briefings will focus in particular on issues which are controversial, sensitive or complex and/or cover three of the following areas of corporate risk, namely:-
- Reputational
 - Legal
 - Financial
 - Service
- 1.2 If available briefings from the Council's COSLA Board representatives and relevant issues within their terms of reference (attached).

2. Principles

- 2.1 CMT members and COSLA Board representatives will share their views openly.
- 2.2 In order to do so briefings, will be held in confidence and papers, information shared and discussions classified as officially sensitive, shared on a need to know basis, where inappropriate access or release could have damaging consequences.

3. Ways of Working

- 3.1 Formal notice of briefings will be given by the Chief Executive to Group Leaders to which all Members of the Council will be invited. Consideration will be given to aligning briefings to take place on the same day of scheduled meetings of the Council and it's Committees.
- 3.2 To allow members outwith the Council Chamber to view the speaker and presentation, arrangements are being made to allow access to briefings by Skype.
- 3.3 At the end of each briefing the Chief Executive or his representative will draw the briefing to a conclusion and identify any next steps.