



Bromsgrove
District Council
www.bromsgrove.gov.uk

Bromsgrove District Council Equality and Diversity Forum

Protocols

To be effective the Forum agrees the following Protocols :-

- **The Forum will meet on Thursday evenings at bi-monthly intervals unless varied by agreement with the members of the Forum**
- **The Agenda, invitation and any associated papers for each meeting will be sent out 14 days before the date of the meeting**
- **The Agenda will refer by date to the minutes of the previous meeting**
- **The minutes of each meeting will be signed by the Chair at the following meeting**
- **The minutes of each meeting will be issued to members with the invitation for the following meeting**
- **The minutes of each meeting will be published on the Bromsgrove District Council's website after they have been accepted at the following meeting**
- **Agenda items for will be notified to the Chair or the Equality Officer by the Monday before the Invitation and papers are issued for that meeting**
- **The meetings will start at 6.15 pm with light refreshments served from 5.30 pm onwards**
- **The meetings will close at 8.30 pm**

