

## PROTOCOL FOR DSG WORKING WHILE NO MEETINGS TAKING PLACE

### DSG sub group meetings: April 2020 / June Public meeting

The Socio Economic sub group and Site Restoration sub group were due to take place on 29<sup>th</sup> April but due to ongoing uncertainties the decision has been taken to cancel these meetings and the June public meeting also.

The Business meeting has agreed that we will honour the payments made to the Pentland Hotel for these room bookings as it is highly unlikely they will be able to rebook for others who may need a meeting room and therefore to continue our support to the local community payment for the cancelled rooms will be made.

The Business meeting will keep meetings under review and make further decisions during May/June for the future meetings going forward.

The Business meeting has considered how we continue to work while the policy of not meeting continues. The following sets out how we will continue to work throughout this period:

#### Sub Group meetings:

- We will request that all those who provide written updates to the sub groups continue to do so and request them a week in advance of the meeting dates that had originally be scheduled (29<sup>th</sup> April).
- The paperwork will be sent out as normal via electronic distribution and members will be asked to read the paperwork and pick up any issues or questions that would have been asked if sitting around the table. All comments/questions should be sent to June Love, copied to Dawn Clasper. It would be appreciated if all members can return an email to both June and Dawn even if you have nothing to ask or clarify – in that way we will be aware that everyone has had the opportunity to input. Members should return their thoughts/comments/questions within **five** working days after the date of our proposed meeting (29<sup>th</sup> April).
- Following the input from all DSG members, June will write out to the authors of the papers asking for clarifications or responses to questions. Once this is done and the information is collated these will be turned into a 'minute'.
- The 'minute' will then be circulated to you all and you will have the opportunity to respond to June to clarify you are content with the response or require further information. Further information will then be captured as an action.

- The 'minutes' of these meetings will be given a reference number and once members are content these will be endorsed and published on the website to ensure information is still available to the wider public if required.
- Any specific actions that may result in the feedback from DSG members will be recorded in the action status document to allow this to be kept as up to date as possible.

### **June Public meeting**

- Prior to the public meeting, June will prompt all those who attend to provide updates to provide written updates which will be circulated to all members.
- On receipt of updates, all DSG members should register any questions/clarifications or issues with June (copied to Dawn) so these can be collated.
- Questions/clarifications will go to the appropriate person for response and these responses (along with the questions) will be 'minuted' to allow a continued audit trail of the information being cascaded.
- DSG members will be asked to return all questions/clarifications to June/Dawn **five working days** after updates have been sent out DSG members are asked to return a 'nil response' if no questions or issues come to mind.
- June will collate all responses from relevant people and will provide a 'minute' of the questions/clarifications and the responses provided.

**Ad Hoc arrangements:** if any member needs to question or update on any issues during this time please email direct to June who in turn will collate and ensure the information is cascaded out to all members clearly marking whether action is required by all members or information is being circulated for information. June will be the link to all DSG activity with Dawn supporting.

While we recognise that this is not ideal under the circumstances we believe this is the best thing to do until such times as things revert back to a more normal way of working.

**Struan Mackie**

**DSG Chair**

14<sup>th</sup> April 2020