

## **Procedure for the Public to address formally convened or non formal Scrutiny meetings.**

### **Making public comments to the Scrutiny Commission or a Scrutiny Working Group**

Scrutiny's approach to public engagement is crucial in helping to ensure the public's views, knowledge and experiences are taken into consideration. It is always preferable if any evidence, information or views from members of the public are put in writing but the Scrutiny Commission and Working Group Members appreciate that there are times when providing members of the public with the opportunity to speak at a Scrutiny meeting can be helpful to the Scrutiny process.

The following procedure will enable Members of the Public to request to speak, should they wish to do so, at a formally convened Scrutiny Commission or Scrutiny Working Group meeting.

### **Speaking to the Scrutiny Commission or Scrutiny Working Group**

All Scrutiny meetings are open to the public and usually start at 5.30 pm unless otherwise fixed by the Head of Administration and Legal Services.

### **Request to Speak**

If you would like to speak at the meeting you will need to complete a 'Request to Speak' form which will be available from the Administrative Officer. This form MUST be completed and handed to the Administrative Officer no later than 5 minutes before the start of the meeting.

Please note that the issue you wish to speak about should be relevant to the items or topic on the meeting agenda.

### **Chairman's Discretion**

Completed 'Requests to Speak' forms will be given to the Chairman of the meeting. It is at the discretion of the Chairman as to whether or not requests are accepted.

### **Timing and Tips**

The allocated time allowed per request is 3 minutes which will be strictly timed. You will be informed by the Administrative Officer if your request has been accepted and when you will be invited to speak.

Once you have used your allocated time there will be no further opportunity to address the Scrutiny Commission or Scrutiny Working Group or to question or enter into discussion at that meeting.

Written evidence may be accepted at the meeting but will not necessarily be used or referred to during the meeting.