

SCRUTINY MEETING – REQUEST TO SPEAK FORM

Scrutiny Meeting Date:

Scrutiny Review Title:

When completed this form should be handed to the Administrative Officer no later than five minutes before the start of the meeting. Acceptance of the request to speak will be at the discretion of the meeting Chairman. You will be informed by the Officer of the Chairman's decision and if accepted will be invited to address the meeting

You will be informed by the Administrative Officer of the Chairman's decision. Those invited to speak by the Chairman will normally be invited to do so after completion of the main agenda items for no more than 3 minutes. It must only be on the issue identified below.

Name:	
Organisation	
Please complete your contact details	Address Telephone Email
If you wish to speak at this meeting what issue or suggestion do you wish to raise? Please provide an outline of what you want to say. (Continue overleaf if required)	

<p>Continued:-</p> <p>Details of issuse/suggestion/comments</p>	
<p>Do you wish to receive the report of the Scrutiny Working Group relating to this review?</p>	<p>Yes / No Please tick as appropriate:</p>

If you have any written evidence you would like to provide to the working group please send it to the: Scrutiny Manager, Blaby District Council, Narborough, Leicester. LE19 2EP or email: scrutiny@blaby.gov.uk.

Any written evidence provided will only be used as part of a Scrutiny investigation as identified within the Scrutiny Work Programme. Please note: when addressing the meeting only general issues, common problems and suggestions for improvement relating to the review should be raised. Scrutiny meetings are not the correct channel for individual complaints. Individual complaints and concerns should be sent initially to the Head of Service. If you are not satisfied with their response you should then contact the Head of Administration and Legal Services, Blaby District Council, Council Offices, Narborough, Leicester LE19 2EP.

In accordance with the Data Protection Act 1998 the information you provide on this form will not be used for any other purpose. However scrutiny meetings are open to the public and as such you should be aware that this information may be kept on file in order to keep an accurate record of meeting proceedings.