

Guidance Notes for Observers at Overview and Scrutiny Meetings

Where and when are meetings held?

Meetings usually take place at the Council Offices, Shute End, Wokingham, RG40 1BN

You can find out more details of our location at

<http://www.wokingham.gov.uk/services/contactus/>

Meetings of the Overview and Scrutiny Management Committee normally take place at 7.30 pm.

Meetings of the other Overview and Scrutiny Committees normally take place at 7.00 pm.

Occasionally, alternative times and venues may be used, for an up to date schedule of meetings please visit our website or contact us.

Who will be there?

Membership of the Overview and Scrutiny Committees (and the Management Committee) is made up of elected councillors from all political groups on the Council and a number of community representatives. A Democratic Services Officer will also be present to provide advice and take minutes at the meeting. Other Officers with an interest in one or more of the topics on the Agenda may also be present.

As overview and scrutiny meetings are open to the public, (unless otherwise stated – i.e. confidential matters are being discussed), members of the public are welcome to attend and the press and media may also be present.

Meetings may also involve contributions from a wide range of sources, including Councillors, (for instance members of the Council's decision making Executive), Officers, NHS employees, education representatives, local businesses, voluntary groups, specialists and other members of the public.

What happens when I attend a meeting?

If you are attend meeting as an observer you will be greeted by the Democratic Services Officer supporting the Committee who will show you to where you can sit and provide you with a copy of the Agenda, (if available).

How will the meeting be set out?

This will depend on the nature of the meeting, but normally members of the Committee will sat in a boardroom style.

Can I ask questions at the meeting?

It is not normally permissible to ask questions at the meeting itself.

General questions relating to the work of the Overview and Scrutiny Committees may be asked up to 10.00 am on the seventh working day prior to a meeting or if relating to a specific Agenda item, by 10.00 am on the day prior to the meeting. Further details on how to ask public questions can be found at :

<http://www.wokingham.gov.uk/council/meetings/questionhow/>