



## Exeter City Council

# What happens at meetings

### Are Committee meetings open to the public?

All Committee meetings are open to the public and there will be a number of agenda and reports available for the public at each meeting with a copy available in the reception of the Civic Centre from the time of publication. At the top of the agenda you will find the name and telephone number of the person who is responsible for coordinating the arrangements for the meeting, within the Democratic Services Team, who will be pleased to help with any queries before or after the meeting.

### Who attends meetings?

All [committee members](#) will have a nameplate on the table in front of them so you can identify them. There will also be other people at the table – these will be officers of the Council who are there to advise committee Members or answer questions – they do not take part in the decision-making process.

The Chair is responsible for the orderly conduct of the meeting, supported by the Deputy Chair.

### What happens at meetings?

First, the committee is asked to make sure the minutes of the previous meeting are correct. If councillors agree they are correct, they are signed by the Chair as the official record of that meeting.

The committee will usually debate the information in a report attached to the agenda for each item and will make a decision by taking a vote. Sometimes there is no debate on a matter before the vote is taken. This doesn't mean that the report hasn't received careful consideration; it means that no-one wants to question the recommendations.

A member of a committee should declare an interest as defined in the Members Code of Conduct under Part 5c of the [Constitution](#), before an item is debated.

### What happens after the meeting?

Following the meeting, the Democratic Services Officer will prepare the minutes, and officers will act on the decisions taken.

Decisions made at Executive will normally come into force five working days after publication on the website of the Statement of Decisions (which are normally published within two working days of the meeting) unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. You can also search for and view recent committee [agenda, reports and minutes](#) on the website.