



## Exeter City Council

### What happens at meetings

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. 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 (the Democratic Services Officer) 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 sat at the table – these will be officers of the Council and are normally only there to advise the committee or answer questions – they are not allowed to take part in the decision-making process.

The Chair is responsible for the orderly conduct of the meeting.

#### What happens at meetings?

First, the committee is asked to make sure the notes of the previous meeting (the minutes) are correct. If councillors agree they are correct, they are confirmed as the official record of that meeting.

The committee will usually debate the information in the report attached to the agenda for each item and will make a decision by taking a vote or everyone indicating they are happy with the proposal. 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 may declare an interest as defined in the Members Code of Conduct under Part 5c of the [Constitution](#).

#### Can I take part?

You are not allowed to take part in the discussion at the meeting, but members of the public may ask questions at ordinary meetings of the Council, the Executive and Scrutiny Committees. Please see the [Public speaking at meetings - Overview - Exeter City Council](#) page on the website for further information.

The public may be excluded from part of the meeting if it is likely that exempt information would be disclosed (see section headed *Your rights to attend meetings*) which details your legal rights to attend meetings and to inspect and copy papers). When this type of information is about to be discussed, the Chair will ask members of the public and press to leave the meeting. The business that is dealt with in public is usually taken at the start of the meeting to make it easier for you to know when to attend.

## 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.