

## **ATTENDANCE AND QUESTIONS FROM MEMBERS OF THE PUBLIC AT BOARD MEETINGS**

Report of the Director & Company Secretary

### **1. SUMMARY**

This report reviews the current rules relating to the attendance and raising of questions by members of the public at Board meetings.

### **2. RECOMMENDATION**

That the Governance Services Committee considers the report and the options listed in paragraph 3.5 and makes recommendations to the Board on any changes to Standing Orders or practice relating to the attendance and raising of questions by members of the public at Board meetings.

### **3. MATTER FOR CONSIDERATION**

- 3.1 At the January Board Meeting two members of the public attended and raised questions outside of the normal process. In addition, the two individuals took up vacant seats at the Board table.
- 3.2 The Board requested officers to review the rules relating to the attendance by members of the public and the process for raising questions at Board meetings.
- 3.3 The rules for members of the public attending and raising questions at meetings are contained in Part IV Standing Orders for the conduct of Derby Homes Board and General meetings. These rules also apply to the Operational Board and any committee meetings that are open to the public.
- 3.4 The rules are listed in Appendix 1.
- 3.5 The Committee is asked to consider the options below and make any further suggestions:
  1. Publicise more widely the process for attending/raising questions through Derby Homes News, website, social media
  2. Ask members of the public to let us know in advance if they are attending a meeting and any questions they intend to raise
  3. Ask members of the public to arrive (say) at least 15 minutes before start of meeting
  4. No admission after meeting has started
  5. Reduce seating around board table for only board members and staff
  6. Provide separate seating area

7. Revise agenda item 'Questions from members of the public' to include that questions must be provided in advance by (state date). Include this in publicity for the meeting too.
8. Provide a simple question form for anyone attending the meeting who hasn't raised their question beforehand
9. Allow people to raise only one question without prior notice but do not allow them to circulate printed documents and restrict to only three minutes to address the board with no supplementary questions
10. Do not allow members of the public to speak or contribute unless invited by the Chair
11. Chair to announce rules at beginning of meeting when members of the public are present.

#### **4. CONSULTATION IMPLICATIONS**

The Operational Board to be consulted on any proposals to change the rules.

#### **5. LEGAL AND CONFIDENTIALITY IMPLICATIONS**

The rules relating to the attendance and raising of questions by members of the public at Board meetings are as outlined in Appendix 1.

The areas listed below have no implications directly arising from this report:

Consultation  
Financial and Business Plan  
Legal and Confidentiality  
Council  
Personnel  
Environmental  
Equalities Impact Assessment  
Health & Safety  
Risk  
Policy Review

If Board Members or others would like to discuss this report ahead of the meeting please contact:

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Background Information: None  
Supporting Information: None