

Welcome and Meeting Information

Good evening, and welcome to Overview and Scrutiny Committee.

An agenda has been provided on your seat for your information. Refreshments are available on the landing outside the Chamber. If you need to leave and re-enter the Chamber during the meeting, we kindly ask that you do so quietly to minimise disruption. We kindly ask that you remain quiet and be courteous and respectful, while the meeting is in progress, particularly while others are speaking, to avoid causing disruption.

Fire Safety

We do not expect the fire alarm to sound. However, should the alarm be activated, please follow the instructions of the Fire Marshals, leave the building using the signed fire exits and make your way to the designated assembly point in the car park.

Facilities

The washroom facilities are clearly signposted just outside the Chamber door, to the left.

There is also an accessible washroom on the ground floor, please take the lift just outside the Chamber, the accessible washroom is opposite, close to the exit.

During the Meeting

Please switch off your mobile phone or put it on silent. We kindly ask that you remain quiet while the meeting is in progress, particularly while others are speaking, to avoid causing disruption.

Recording and Broadcasting

Please be aware that this meeting will be recorded, broadcast and published online on the Council's website, as are all our public meetings. By attending this meeting, you consent to being recorded.

Public Questions

The total time allocated for Public Questions will be limited to **30 minutes**. Members of the public who are called forward to speak will have a maximum of **two minutes** to speak and may ask a maximum of **two questions**.

Speaking time will be timed and displayed on the main screen.

Thank you for your cooperation and for helping us to ensure that the meeting can proceed smoothly.