



## OVERVIEW AND SCRUTINY COMMITTEE

### Meeting Guidance

- 1 As the Overview and Scrutiny meetings are business meetings of the Council, only members of the Committee and staff supporting Overview and Scrutiny should sit at the Committee table for the duration of the meeting.
- 2 Only Committee members will be able to ask questions of individuals presenting evidence to the committee.
- 3 Individuals other than Committee members should inform the Chair prior to the meeting of their wish to speak at the meeting. Whilst waiting to be called to speak, they should be seated in the public gallery. The Chair will decide the appropriate time to call the speaker to the table. Once the speaker has finished what they wish to say, they will be requested to leave the table.
- 4 The public will be able to speak at an Overview and Scrutiny Committee meeting if they are providing relevant information to an agenda item. It is important for the efficiency of the meeting that individuals wishing to make the same points are represented by one individual who can state that they are a representative. Public speaking will however be limited to three minutes.
- 5 Where the public wish to raise new issues for scrutinising this should be done in writing.
- 6 Overview and Scrutiny Committee meetings will normally commence at 6pm and finish at approximately 8pm. If required by the Chair, the Overview and Scrutiny Officer

## Northampton Borough Council Overview and Scrutiny

will produce a timed agenda sheet; i.e. estimated timescales for each agenda item, for the Chair's to use as a guide during the meeting.