



Stockton-on-Tees
BOROUGH COUNCIL



Guide for Members of the Public Attending Council Meetings

**Produced by
Democratic Services
April, 2008**



Contents

This booklet has been produced to assist members of the public when attending the various Council meetings that are held. Information on dates/times of meeting can be found on our website **www.stockton.gov.uk** or by telephoning a member of the Democratic services team on **(01642)**

528172 or 526190. Alternatively, you can email **democraticservices@stockton.gov.uk**



We would like to encourage members of the public to attend Council meetings and would appreciate any feedback that you may have on your experiences. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.

The meetings are open to the press and public to attend (except where confidential or exempt information is to be discussed and the meeting agrees to exclude the press and public). An appropriate motion to exclude the press and public will be moved where necessary, at the meeting.

Agendas and papers for the meetings are usually available via the website at least 5 working days prior to the meeting and a limited number of hard copy agendas are made available for the public in the public gallery or public section of the relevant meeting room; and are also available for collection from Reception at Municipal Buildings or available in each of the public libraries in the Borough. (<http://www.stockton.gov.uk/yourcouncil/egenda/>).

If you have any questions or queries on this booklet or on any aspects of our service, please do not hesitate to contact us by telephoning a member of the Democratic services team on **(01642) 528172 or 526190**. Alternatively, you can email **democraticservices@stockton.gov.uk**

Guidance for Members of the Public

Attending Meetings of the Council

Council meets to approve and amend Council Policies and the budget, as well as considering recommendations from cabinet and committees.



Full meetings of the Council are held on average every six weeks on a Wednesday evening at 7.00pm in the Council Chamber, Town Hall, High Street, Stockton-on-Tees and are open to the Public to attend. Additional Special Council meetings are also held during the year, amongst other things, to discuss the Council's budget, to set the Boroughs Council Tax and to agree key priorities to be delivered for the following year (i.e. The Council Plan). All 56 elected members are invited to attend and the meetings are chaired by the Mayor wearing his/her chain of office, with Senior Officers of the Council also present.

There is a set procedure to follow if any member of the public has a question that they would like to put to the meeting and have answered. There is a maximum of two questions per individual/per organisation. Questions must be received at least five working days before the day of the meeting either in writing, by fax or by email. Contact us by telephoning a member of the Democratic services team on **(01642) 528172 or 526190**. Alternatively, you can email **democraticservices@stockton.gov.uk**. A copy of the question form and procedure note for public question time is available online at **www.stockton.gov.uk/yourcouncil/egenda/** or can be obtained from the Democratic Services Unit. Questions should be sent or delivered to PO BOX11, Municipal Buildings, Church Road, Stockton, TS18 1LD, and marked clearly for the attention of the Director of Law and Democracy or by email to **democraticservices@stockton.gov.uk**

Entry to the Town Hall can be obtained via the main Entrance opposite Yorkshire Bank, please press the intercom to gain access. You will be directed to the public gallery which is on



the Second Floor. There is a lift to the first floor should you require it, and if you have difficulty using the stairs to the second floor, we will try to provide alternative seating.

The Mayor of Stockton will Chair the meeting. Upon the Mayor's arrival the Mayor's Attendant will request that persons present be upstanding. The Mayor will then request

that everyone be seated and will chair the proceedings from the Mayor's Chair located in the middle upper tier of the Council Chamber.

If you are 1 of the attending the meeting the format will be as follows:-

1. Please try to arrive at least 10 minutes prior to the start of the meeting in order to secure a seat. Members of the public have reserved seating in the public gallery on the second floor of the Town Hall. Directional signs are placed on the walls of the building or alternatively ask the concierge staff for details. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Mayor, as Chairman, will open the meeting and will introduce opening business formalities such as Apologies and the minutes of the previous Council meeting(s).
3. Any other items of business such as presentations will be held at this time.
4. Members Declarations of Interest will be announced.
5. Public Question Time - If a member of the public has submitted a question using the procedure mentioned earlier for public questions at Council meetings then the Mayor will invite the questioner to stand and put the question to the relevant Member/Member named. If the questioner is unable to be present, they can ask that a representative or the Mayor put the question on his/her behalf. The Mayor may then put the question on the person's behalf or indicate that a written reply to the question will be posted out to the questioner and all members.
6. Members Question Time – Councillors are given an opportunity to ask questions on matters in relation to which the Council has powers or duties, or which affect

the geographical area of the Council, or which relate to the discharge of the functions of the Police Authority. This is subject to the questions being submitted in accordance with appropriate procedures.

7. The minutes of all of the Council's meetings held during the period between this meeting and the last will be considered and then proposed by the appropriate Chairman, seconded and approved/received subject to any amendments.
8. Other items of business discussed at the meeting may include matters regarding; The Council's Forward Plan, outlining significant forthcoming issues for the Council, Changes to Membership, and structure of Committees; Civic Presentations etc.
9. Members wishing to speak will stand and will be invited to address the meeting on agenda items they wish to discuss or ask questions on.
10. When all business has been discussed the Mayor will close the meeting.
11. Meetings of the Council typically last between 1-2 hours, but can vary. Members of the public are free to leave the meeting whenever they wish.
12. The minutes of the meeting will usually be available to view on the website **www.stockton.gov.uk/yourcouncil/egenda** in 7 working days following the meeting.

Guidance for Members of the Public

Cabinet

The Cabinet is the executive decision making body that takes decisions in line with the Council approved policy framework and budget.

Cabinet meetings are generally held every four weeks on Thursdays at 4.30pm in the Lecture Hall, Stockton Central Library. The meetings are attended by all 8 elected members of the Cabinet; and other members of the Council and the general public are also welcome to attend (details of the Cabinet Members and their Portfolio responsibilities can be obtained from the website: <http://stockton.gov.uk/yourcouncil/egenda/>). Each of the Directors of the Council's Corporate Management Team are also usually in attendance; along with any other officers of the Council identified as being necessary to the meeting.

Entry to the Lecture Hall can be obtained via the main Library Entrance or via the back door via the Municipal Buildings Car Park. If going through the main entrance the Lecture Hall is

situated to the right going past the cafeteria and following the corridor to the

end. Members of Cabinet and

Corporate Directors will be seated in a 'horseshoe'

arrangement; each Corporate Director sitting alongside the relevant Lead Cabinet Member. Nameplates identifying each representative are provided.

Other seating is provided in row format for all other members of the Council attending; and members of the public.

Reserved front row seating is provided for the Leaders of each of the Political Groups not represented on Cabinet.

If you are attending the meeting the format will be as follows:-



1. Please arrive approximately 10 minutes prior to the start of the meeting. If you wish to speak on a matter please inform the Democratic Services Officer on your arrival. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Leader of the Council, as Chairman, will open and conduct the meeting in accordance with the agenda commencing with opening business formalities such as Apologies and Declarations of Interest to be recorded by all elected members present.
3. The Chairman will invite the relevant Corporate Director to introduce and briefly summarise each item in order of the agenda.
4. The relevant Cabinet Member will then be invited to comment on the item; followed by any other Cabinet Member. Any other elected member of the Council present will then be afforded the same opportunity to speak. Opportunities to respond to comments can be made via an indication to the Chairman, which will be permitted at his discretion.
5. Members of the public present at the meeting, who wish to speak, will then be invited by the Chairman to do so. Attempts will be made by Democratic Services to identify a spokesperson to speak on their behalf in instances where large groups of people are in attendance.
6. Meetings of the Cabinet typically last 1-2 hours, but can vary. Persons attending are not obliged to stay for the duration, provided they enter and exit in an orderly manner while the debate is ongoing.
7. Decision records arising from the meeting will be published by Democratic Services within two clear working days of the meeting and are available on the website at www.stockton.gov.uk/yourcouncil/egenda/ or the Notice Board at Municipal Buildings. Following publication, the decisions of cabinet are open to challenge by other members. Details of this procedure are available online (<http://www.stockton.gov.uk/yourcouncil/constitution>).

8. The minutes of the meeting will usually be available to view on the website (<http://www.stockton.gov.uk/yourcouncil/egenda>), within 7 working days following the meeting or can be obtained from the Democratic Services team on **01642 528173**; or by e-mail **democraticservices@stockton.gov.uk**



Guidance for Members of the Public

Executive Scrutiny Committee

Executive Scrutiny Committee meetings are held every four weeks on Tuesdays at 9.30am and are usually held in the Lecture Hall, Stockton Central Library. The meetings are attended by 16 elected members as well as a Diocesan Representative and two Parent Governor Representatives when discussing education matters. The Head of Democratic Services, Team Leader- Scrutiny and Assistant Chief Executive will be present along with any other officers identified as required.

Entry to the Lecture Hall can be obtained via the main Library Entrance. The Lecture Hall is situated to the right going past the cafeteria and following the corridor to the end. Members of Executive Scrutiny and Corporate Directors will be seated in board room style. Other seating is provided in row format for members of the public.

If you are attending the meeting the format will be as follows:-

1. Please try to arrive approximately 10 minutes prior to the start of the meeting. If you wish to speak on a matter please inform the Democratic Services Officer on your arrival. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Chairman, will open the meeting and, introduce opening business formalities such as Apologies and Declarations of Interest.
3. The Executive Scrutiny Committee will consider reports on Scrutiny Processes, Quarterly Performance and Quarterly Financial Performance, Scrutiny Review topic updates etc.

The Committee is also responsible for considering matters that have been 'called in' following meetings of Cabinet. Full details on the 'Call in' procedure can be found on the Councils website



(www.stockton.gov.uk/YourCouncil/Constitution).

4. The Chairman will invite the relevant Officer to introduce and briefly summarise the first item in order of the agenda.
5. The Chairman will invite Members to comment or ask questions to the Officer on the item. This will be done by Members indicating to the Chairman, the Chairman will invite each Councillor in turn to speak and give the Officer an opportunity to respond following each question.
6. Members of the public present at the meeting, who wish to speak, will then be invited by the Chairman to do so. Attempts will be made by Democratic Services to identify a spokesperson to speak on their behalf in instances where large groups of people are in attendance.
7. The final item on the agenda provides an update from each of the Select Committee Chairs on progress of each of the Scrutiny Reviews currently taking place.
8. Meetings of the Executive Scrutiny Committee typically last around an hour, but can vary. Persons attending are not obliged to stay for the duration, provided they enter and exit in an orderly manner while the debate is ongoing. Tea/coffee and other refreshments are available to all.
9. The minutes of the meeting will usually be available to view on the website (<http://www.stockton.gov.uk/yourcouncil/egenda/>) within 7 working days following the meeting.



Guidance for Members of the Public

Select Committees

There are seven themed Select Committees as follows, each having responsibility for reviewing the Council's policy within their remit:- Arts, Leisure and Culture; Children and Young People; Corporate, Adult Services & Social Inclusion; Environment; Regeneration & Transport; Health; Housing and Community Safety.



Select Committees are programmed on an annual basis to meet every 6 weeks but can often meet more regularly. Dates and times are displayed at Libraries, Municipal Buildings, the Town Hall and the Council's website www.stockton.gov.uk/yourcouncil/egenda/

Each Select Committee has an annual work programme setting out reviews that it will undertake. If you are interested in a particular topic that may be under review or wish to become involved in the review process then please contact a member of the Scrutiny Team Tel. (01642) 528158. Details of the current reviews taking place as well as past reviews are available online for members of the public to view www.stockton.gov.uk/yourcouncil/scrutinfo/selectcomm/

The meetings are usually held in one of the Committee Rooms at the Town Hall, or in the Lecture Hall at Stockton Library, but please check the Agenda prior to attending as the venue can change dependent on the review topic and information being received at the meeting. If it is the Town Hall then entry can be obtained via the main Entrance opposite Yorkshire Bank, please press the intercom to gain access. The Concierge will direct you to the appropriate room.

If you are attending a meeting the format will be as follows:-

1. Please try to arrive approximately 10 minutes prior to the start of the meeting. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Democratic Services Officer will take your name, you may be offered an agenda if you have not already got a copy. If you wish to speak on a matter please inform the Democratic Services Officer on your arrival.

3. The Chairman will begin the meeting taking the standard items such as Apologies, Declarations of Interest, Minutes of Previous Meeting.
4. The Chairman will introduce the main topic for discussion, witnesses may have been invited to give evidence and will be given an opportunity to speak.
5. Members will be offered the opportunity to ask questions of the witness.
6. At his/her discretion the Chairman will ask any other parties including members of the public if they wish to speak.
7. The Witness will be asked to make any further comments.
8. The Scrutiny Officer may discuss with Members how they wish to proceed with the Review and remind them of the Project Plan.
9. Any other matters on the Agenda will be discussed.
10. The Chairman will close the meeting.
11. The minutes of the meeting will usually be available to view on the website (<http://www.stockton.gov.uk/yourcouncil/egenda/>) within 7 working days following the meeting; or can be obtained from the Democratic Services team on **01642 528158**; or by email **democraticservices@stockton.gov.uk**



Guidance for Members of the Public

Planning Committee

The Planning Committee deals with planning applications received within the Borough and planning policies. The committee consists of 14 elected Members and the meetings are open to other Elected members, Officers and the general public. The Committee usually meets at Stockton Central Library, every three weeks on a Wednesday at 1.30pm.



Entry to the Lecture Hall can be obtained via the main Library Entrance or via the back door via the Municipal Buildings Car Park. If going through the main entrance the Lecture Hall is situated to the right going past the cafeteria and following the corridor to the end.

If you are attending the meeting the format will be as follows:-

1. It is favourable to arrive approximately 10 minutes prior to the start of the meeting. Your name and application no. or title of the application of interest to you will be taken on arrival. You will be asked whether you wish to speak on the application of interest and whether you are in favour or against the application. Each speaker will be allowed a maximum of 3 minutes to speak. In instances where there are large groups wishing to speak on a particular item, a spokesperson will be requested to be identified. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. You will be shown to the public seating reserved for members of the public.
3. The Chairman will begin the meeting taking Members apologies for absence and any declarations of Interest they may have.
4. It will be usual for items that members of the public are in attendance for, to be heard first and therefore the



order of the agenda may be changed (this is at the Chairman's Discretion). The Chairman will give an indication of what changes if any will be made to the order at the beginning of the meeting.

5. Each application will be introduced separately and the appropriate Officer will detail the background to the application and his/her recommendations.
6. Members may ask questions of clarification. If the ward Councillor for the application is in attendance and wishes to speak the Chairman may ask them to speak first (at the Chairmans discretion).
7. The applicant/agent will then be invited to speak.
8. The Chairman will invite supporters or their spokesperson for the application to speak.
9. The Chairman will invite objectors or their spokesperson for the application to speak.
10. If more than one speaker wishes to make representation they should attempt to not repeat comments already made.
11. Members will be asked if they have any questions of the Objectors/spokesperson.
12. Members present will be asked whether they agree to any of the recommendations that have been proposed. If not unanimous, members will be asked to indicate their vote by a show of hands.
13. You may be allowed to leave if you wish following the determination of the application in which you are interested providing you do so in an orderly manner.
14. The minutes of the meeting will usually be available to view on the website ([http://www.stockton.gov.uk/yourcouncil/ egenda/](http://www.stockton.gov.uk/yourcouncil/egenda/)) within 7 working days following the meeting; or can be obtained from the Democratic Services team on **01642 526189**; or by e-mail **democraticservices@stockton.gov.uk**

Guidance for Members of the Public

Licensing Committee

The Licensing Committee deals mainly with applications for Hackney Carriage and Private Hire Licenses etc and any disciplinary action proposed against holders of such licenses. A comprehensive list of Committee's responsibilities can be found in the Council's constitution available to view online at



www.stockton.gov.uk/yourcouncil/constitution

Meetings of the Licensing Committee are programmed at the beginning of the year on a six weekly cycle but there may be additional special meetings held in between.

The meetings are held in the Council Chamber, Town Hall, High Street, Stockton-on-Tees. Entry to the Town Hall can be obtained via the main Entrance opposite Yorkshire Bank, please press the intercom to gain access. You will be directed to the public gallery which is on the Second Floor. There is a lift to the first floor, and if you have difficulty using the stairs to the second floor, we will try to find alternative seating. If you have been called to attend the meeting as the applicant/witness/objector etc. please go to the first floor landing and the Democratic Services Officer will take your details.

If you are attending a meeting the format will be as follows:-

1. Please try to arrive approximately 15 minutes prior to the start of the meeting. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Chairman will begin the meeting taking the standard items such as Apologies, Declarations of Interest, Minutes of Previous Meeting.
3. The Chairman will introduce the first item and welcome the applicant/appellant. The Chairman will then introduce the Members of the Committee, Officers, outside bodies / members of the public.
4. The Officer will outline the application/report.

5. Members will be offered the opportunity to ask any questions of the Officer.
6. The applicant is then requested to outline his/her case and ask any questions of the Officer.
7. Members will then ask any questions of the applicant.
8. Any other parties wishing to make representations, such as objectors, witnesses etc. will be asked to address the Committee.
9. The chairman will determine whether any other persons present will be given the opportunity to ask questions or make a representation.
10. Members will then be invited to ask questions of the other parties.
11. The applicant and officers will be then given the opportunity to ask questions of the other parties.
12. The applicant and officers will then be asked to sum up.
13. Everyone other than the Councillors, the Council's Solicitor and Democratic Services Officer will then be asked to withdraw from the meeting, in order for a decision to be made.
14. All interested parties will then be invited back into the meeting for the decision to be announced.
15. The minutes of the meeting will usually be available to view online (<http://www.stockton.gov.uk/your-council/egenda/>) within 7 working days following the meeting; or can be obtained from the Democratic Services team on **01642 526188**, or by e-mail **democraticservices@stockton.gov.uk**



Guidance for Members of the Public

Licensing Sub Committee

The Licensing Sub Committee deals mainly with applications under the Licensing Act 2003 and Gambling Act 2005. A comprehensive list of responsibilities can be found in the Council's constitution available to view online at www.stockton.gov.uk/yourcouncil/constitution

Meetings of the Licensing Sub Committee are held on an ad-hoc basis.

The meetings are usually held in the Council Chamber, Town Hall, High Street, Stockton-on-Tees. Entry to the Town Hall can be obtained via the main Entrance opposite Yorkshire Bank, please press the intercom to gain access. You will be directed to the public gallery which is on the Second Floor. There is a lift to the first floor, and if you have difficulty using the stairs to the second floor, we will try to find alternative seating. If you have been called to attend the meeting as the applicant/witness/objector etc. please go to the first floor landing and the Democratic Services Officer will take your details.

If you are attending a meeting the format will be as follows:-

1. Please try to arrive approximately 10 minutes prior to the start of the meeting. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Chairman will begin the meeting taking the standard items such as Apologies, Declarations of Interest, Minutes of Previous Meeting.
3. The Chairman will introduce the first item and welcome the applicant/responsible authorities /interested parties. The Chairman will then introduce the Members of the Sub Committee, Officers, outside bodies/members of the public.



4. The Licensing Officer will outline the application /report.
5. Members will be offered the opportunity to ask any questions of the Officer.
6. The applicant is then requested to outline his/her application and ask any questions of the Officer.
7. Members and officers will then ask any questions of the applicant.
8. Any other parties wishing to make representations, such as objectors, witnesses etc. will be asked to address the Sub Committee.
9. Members will then be invited to ask questions of the other party.
10. The applicant and officer(s) will be then given the opportunity to ask questions of the other party.
11. The applicant and officer(s) will then be asked to sum up.
12. Everyone other than the Councillors and the Council's Solicitor will be asked to withdraw from the meeting, in order for a decision to be made.
13. A decision will be made by Members.
14. All interested parties will then be invited back into the meeting for the decision to be announced. (A decision letter will be sent from the Council's Solicitor to all the interested parties within 5 working days).
15. The minutes of the meeting will usually be available to view online (<http://www.stockton.gov.uk/yourcouncil/egenda/>) within 7 working days following the meeting; or can be obtained from the Democratic Services team on **01642 526188**, or by e-mail **democraticservices@stockton.gov.uk**



Guidance for Members of the Public

Appeals and Complaints Committee

The Appeals and Complaints Committee considers complaints against any decision made by or on behalf of the Council. The Committee may make recommendations relating to appeals against decisions taken by the Cabinet, a Committee, Panel or an Officer but not appeals which by statute are subject to determination by a person or body other than the Council or may be within the remit of another Council Committee or Panel. Appeals and Complaints are normally only referred to the Committee when all other means of resolution have been exhausted.

The Committee meets as and when appeals are referred to it. Normally this will be 3 or 4 times a year. The Committee has a membership of 7 Councillors and 3 of them must be in attendance at a meeting for it to proceed. The meeting will normally also be attended by a Council Solicitor who will provide legal advice to the Committee and a Democratic Services Officer who will make a written record of the proceedings and decision. In addition the decision maker, or their representative, will be in attendance, as will objectors and supporters.

If you are attending a meeting the format will be as follows:-

1. Please try to arrive approximately 10 minutes prior to the start of the meeting. On arrival please inform the Democratic Services Officer of your name. We would however appreciate it if members of the public attending would switch off any mobile telephones/blackberries.
2. The Chairman will open the meeting and ask for Apologies for absence (i.e. Members of the Committee who have indicated that they are unable to attend) and Declarations of Interest.
3. The Chairman may then ask the Committee and Officers to introduce themselves.
4. The Chairman will then explain the reason for the meeting and the procedure to be followed.
5. All interested parties will be given the opportunity to make representation and ask questions. If possible all objectors and supporters should appoint a spokesman to put their case. Other individuals may speak if they have additional points that have not been previously made.

6. When the Committee feels it has gathered sufficient information the Chairman will ask everyone, other than Committee members, the Council Solicitor and Democratic Services Officer to leave the meeting room. There will usually be a waiting room reserved for everyone to use.
7. The Committee will then consider all the written and oral representations it has received and come to a decision.
8. All parties will be invited back into the room and the Chairman will normally announce the Committee's decision and the reasons for it.
9. The minutes of the meeting will usually be available to view online (<http://www.stockton.gov.uk/yourcouncil/egenda/>) within 7 working days following the meeting; or can be obtained from the Democratic Services team on **01642 528173**, or by e-mail democraticservices@stockton.gov.uk



Guidance for Members of the Public

Standards Committee

Stockton on Tees Borough Council's Standards Committee's principal responsibility is to promote and maintain high standards of conduct by Borough, local Town/Parish Councillors and co opted members. The Committee also has a role in determining alleged breaches of the Code.

Five Members of the Council sit on the Committee, together with 3 Independent representatives, 1 of whom acts a Chairman, and 2 local Parish/Town Council representatives. All have full voting rights.

The main officer support to the Committee is the Council's Monitoring Officer, who attends all meetings. A Democratic Services Officer will be present at the meeting to take a note of proceedings and other officers will attend as and when necessary.

The usual format of the meeting is as follows:-

1. If you are attending a meeting, please arrive 10 minutes prior to the start. We would appreciate it if mobile telephones and blackberries are switched off. It is likely that a Democratic Services Officer will approach you and ask if you wish to speak on any item. You will be able to speak under the direction of the chairman.
2. The Chairman will begin the meeting and take Apologies for Absence, followed by Declarations of Interest and then Minutes of Previous Meetings (if any).
3. The Chairman will then move on to the next item of business.
4. Where appropriate, an officer will provide a presentation on the matter to be discussed.
5. The Chairman will then ask the Committee for any comments or questions. At an appropriate point, the Chairman will allow members of the public present to speak.
6. The Committee will conclude its consideration of the item and arrive at a decision
7. Process repeated as 2 to 5 above until all items are dealt with.
8. The Chairman will close the meeting.
9. The minutes of the meeting will usually be available to view online* within 7 working days following the meeting.

Audit Committee

The Audit Committee's principal purpose is to provide assurance of the adequacy of the Council's Internal Control Environment. The Committee approves the Council's Statement of Accounts.

The Committee is supported by a number of officers, who routinely attend meetings, these include the Council's Chief Internal Auditor, Chief Accountant, Risk and Insurance Manager and Health and Safety Officer. A Democratic Services Officer will be present at the meeting to take a note of proceedings.

The usual format of the meeting is as follows:-

1. If you are attending a meeting, please arrive 10 minutes prior to the start. We would appreciate it if mobile telephones and blackberries are switched off. It is likely that a Democratic Services Officer will approach you and ask if you wish to speak on any item. You will be able to speak under the direction of the chairman.
2. The Chairman will begin the meeting and take Apologies for Absence, followed by Declarations of Interest and then Minutes of Previous Meetings (if any).
3. The Chairman will then move on to the next item of business.
4. Where appropriate, an officer will provide a presentation on the matter to be discussed.
5. The Chairman will then ask the Committee for any comments or questions. At an appropriate point, the Chairman will allow members of the public present to speak
6. The Committee will conclude its consideration of the item and arrive at a decision
7. Process repeated as 2 to 5 above until all items are dealt with.
8. The Chairman will close the meeting.
9. The minutes of the meeting will usually be available to view online* within 7 working days following the meeting.

*(<http://www.stockton.gov.uk/yourcouncil/egenda>)

Summary of Meeting Information

Meeting	No. of Members	Day	Start Time	Length of Meeting	Frequency of Diaried meetings	Venue
Council	56	Wed	7.00pm	1-2hrs	6 weekly	Council Chamber Town Hall
Cabinet	8	Thurs	4.30pm	1-2hrs	4 weekly	Lecture Hall, Stockton Library
Executive Scrutiny	17	Tues	9.30am	1-2hrs	4 weekly	Lecture Hall, Stockton Library
Regeneration & Transport	9	Mon	10.00am	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Corporate, Adult Services & Social Inclusion	9	Tues	9.15am	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Children & Young People	9	Wed	4.00pm	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Health	9	Mon	4.00pm	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Environment	9	Mon	2.00pm	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Housing & Community Safety	9	Thurs	2.30pm	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Arts, Leisure & Culture	9	Wed	1.00pm	1-2hrs	6 weekly	Committee Room, Town Hall / Lecture Hall/Stockton Library
Planning	14	Wed	1.30pm	2+ hrs	3 weekly	Lecture Hall, Stockton Library
Licensing	14	Tues	10.00am	1-2hrs	6 weekly	Council Chamber, Town Hall
Licensing Sub Committee	3	ad hoc	10.00am	1-6hrs	ad hoc	Council Chamber
Appeals & Complaints	7	ad hoc	10.00am	1-2hrs	ad hoc	Town Hall
Standards	10	Thurs	4.30pm	1-2hrs	Monthly	Town Hall
Audit	9	Mon/Thurs	4.00pm	1-2hrs	6 per year	Town Hall

* Please note that this information is subject to change, please contact a member of the Democratic Services Unit prior to attending and to receive a comprehensive list of dates and times. Contact us by telephoning a member of the Democratic services team on (01642) 528172 or 526190. Alternatively, you can email democraticservices@stockton.gov.uk