

Notes

Your Rights to Attend Meetings & Inspect Papers

The County Council welcomes people to meetings of the Council and its Cabinet, Scrutiny and Regulatory Committees, and Boards. All of these are normally held at County Hall, Glenfield. Decisions taken at these meetings affect the lives of all people living or working in Leicestershire.

Attending meetings means that you can obtain information about these decisions and how they are taken at first hand.

The Cabinet, County Council, and some other Committees and Boards, are decision-making meetings, and Scrutiny Committees contribute to this process.

There are also other meetings which do not take formal decisions, for example -

- Highways Forums, which advise on local highways and transportation issues within the locality of a particular district/borough.
- Community Forums, which give people the opportunity to discuss local services with County, District, and Parish Councillors, and representatives from partner agencies such as the NHS and the Police.

Highways and Community Forum meetings are normally held at venues in the local area.

If you require this information in another version e.g. large print, or an alternative language, please telephone 0116 305 6037 or email: democracy@leics.gov.uk

જો આપ આ માહિતી આપની ભાષામાં સમજવામાં થોડી મદદ ઇચ્છતાં હો તો 0116 305 6037 નંબર પર ફોન કરશો અને અમે આપને મદદ કરવા યત્ન કરીશું.

જੇવર તુહાનું ઇસ જાતકારી તું સમજત વિષ વ્રજ મદદ ચાહીલી હૈ તાં વિરખા કરવે 0116 305 6037 નંબર કે ફોન કરે અરે અસીં તુહાડી મદદ છટી વિસે દા પૂષ્ટ વર દવાંગે।

এই তথ্য নিজের ভাষায় বুঝার জন্য আপনার যদি কোন সাহায্যের প্রয়োজন হয়, তবে 0116 305 6037 এই নম্বরে ফোন করলে আমরা উপযুক্ত ব্যক্তির ব্যবস্থা করবো।

اگر آپ کو یہ معلومات سمجھنے میں کچھ مدد درکار ہے تو براہ مہربانی اس نمبر پر کال کریں اور ہم آپ کی مدد کے لئے کسی کا انتظام کر دیں گے۔ 0116 305 6037

假如閣下需要幫助，用你的語言去明白這些資訊，請致電 0116 305 6037，我們會安排有關人員為你提供幫助。

Jeżeli potrzebujesz pomocy w zrozumieniu tej informacji w Twoim języku, zadzwoń pod numer 0116 305 6037, a my Ci pomożemy.

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How do I find out about meetings?

- You can find out about dates of meetings from the Democratic Services Section of the Chief Executive's Department (contact details opposite), from County Council Service Shops and other County Council information points, and from the County Council website - www.leics.gov.uk
- You can also find out from the Executive's Forward Plan what major decisions are to be discussed by the Cabinet and when. The Forward Plan covers a four-month period and is updated and rolled forward monthly. It is published on the notice board at County Hall and on the County Council's website at least 14 days before the start of the period covered.
- The agenda for all decision-making meetings are published 5 clear working days before the meetings. These, and all the reports to be considered are available on the County Council's online Political Management System - politics.leics.gov.uk

If you have an email address you can use the 'Subscribe to Updates' option on the website.

You can select a committee or electoral division which you are interested in and you will receive an automatic email alert when an item referring to that committee or electoral division is published.

- Information about Community Forums can be found at www.leicestershireforums.org or by emailing leicestershireforums@leics.gov.uk
- Agendas, reports, and minutes can also be seen at County Hall during office hours (9.00am-5.00pm Monday-Thursday, 9.00am-4.30pm Friday), and can be provided on request. Please note that we may need to make a small charge to cover printing and postage costs.

Background papers and confidential items

- Occasionally we may ask you to leave a meeting, or part of it, if a confidential matter is to be discussed. Items of this kind are put at the end of the agenda whenever possible. This will only happen when such things as personal information, information regarding legal or criminal proceedings, or the terms of contracts and negotiations are involved; where publicity would not be in the public interest. We will explain why you are being asked to leave.

- Background papers used by officers in the preparation of reports can also be inspected. Requests to see these should be made to the author, whose name and contact details are included in the report. Again, there may sometimes be papers which contain confidential information which cannot be disclosed.

After the meeting

After the meeting you can inspect a list of the decisions taken and a copy of the minutes of the meeting. Again, these are published on the County Council website.

How to contact us

For advice about attending meetings or any other matters relating to meetings of County Council bodies, please speak to any of the Committee Officers in the Chief Executive's Department. They will be pleased to assist you.

Telephone: 0116 305 6037
Fax: 0116 305 6260
Minicom: 0116 305 6160
Email: democracy@leics.gov.uk

**Head of Democratic Services
and Administration**
Chief Executive's Department
County Hall
Glenfield
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LE3 8RA

If you have any queries or comments about the procedure please get in touch.

