

## What happens at meetings

All Committee meetings (exception where there is confidential papers) can be viewed on the council you tube channel and the agendas are available on the councils web site. At the top of the agenda you will find the email address [comsec@teignbridge.gov.uk](mailto:comsec@teignbridge.gov.uk) if you email with any queries before or after the meeting.

### Who attends meetings?

All committee members will be named so you can identify them. There will also be other people at the meeting – these will be officers of the Council and are normally only there to advise the committee or answer questions – they are not allowed to take part in the decision making process.

The Chair is responsible for the orderly conduct of the meeting.

### What happens at meetings?

First, the committee is asked to make sure the notes of the previous meeting (the minutes) are correct. If councillors agree they are correct, they are confirmed as the official record of that meeting.

The committee will usually debate the information in the report attached to the agenda for each item and will make a decision by taking a vote or everyone indicating they are happy with the proposal. Sometimes there is no debate on a matter before the vote is taken. This doesn't mean that the report hasn't received careful consideration; it means that no-one wants to question the recommendations.

A member of a committee may declare an interest as defined in the Code of Conduct for Members in the [Constitution](#).

### Can I take part?

You are not allowed to take part in the discussion at the meeting, but members of the public may put questions directly to the Council, Executive, Overview & Scrutiny Committees and Audit Scrutiny Committee.

The public may be excluded from part of the meeting if it is likely that exempt information would be disclosed which details all necessary information. When this type of information is about to be discussed, the Chair will ask members of the public and press to leave the meeting. The business that is dealt with in public is usually taken at the start of the meeting to make it easier for you to know when to attend.

## **What happens after the meeting?**

Following the meeting, the Democratic Services Officer will prepare the minutes, and officers will act on the decisions taken.

Decisions made at Executive will normally come into force five working days after publication on the website of the Statement of Decisions (which are normally published within two working days of the meeting) unless called in by an Overview & Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. You can also search for and view recent committee [agenda, reports and minutes](#) on the website.