

ARRANGEMENTS FOR OBSERVERS AT FOBRA COMMITTEE MEETINGS NOTE BY THE CHAIRMAN

Background

We have agreed to conduct a 6-month trial of admitting observers to our committee meetings. We need to decide on the practical arrangements for this, and in particular whether they should be allowed to speak.

I have always had in mind the precedent of Council committees, eg Development Control, where members of the public can speak briefly before the committee discusses each application, but cannot take part in the discussion itself.

Proposed arrangements

I suggest that we work in the following way:

- a. Meeting dates and the agenda for the next meeting should be published on our website. (We already aim to do this.)
- b. We should place seats and a table at the side of the room for observers. They should not sit at the committee table.
- c. We should set aside a single slot of up to 15 minutes at the start of our meetings for dialogue with observers.
- d. At the Chairman's discretion, observers may be invited to introduce themselves, explain their interest and make any comment about matters on the agenda.
- e. There should be a time limit for speaking, of 3 minutes if there is only one person up to a maximum shared 10 minutes if several wish to speak.
- f. We should allow a maximum of a further 5 minutes for any response from members of the committee.
- g. Once our formal business starts, observers should be asked not to intervene.
- h. FoBRA should reserve the right to hold part or all of any meeting in private if circumstances require this.

Observers are of course free to contact any of us outside the meetings.

Henry Brown, 15 October 2010