

to the left of the Convener. The press and representatives of the media also come to meetings to report what happens.

### **What happens at committee meetings?**

The committee will deal with the items of business that have been put forward as they appear on the agenda. If you would like copies of the agenda and related reports (not including any that are confidential), please ask the Clerk. If all the councillors do not agree, a vote will be taken to decide the matter.

### **What happens after a committee meeting?**

We give our committees certain powers. That way, once a committee has agreed to do something, the appropriate officer can then go ahead and do it. So, very few items of business need to wait until the full council meeting.

### **Is a record taken of the meetings?**

The official record of committee meetings is contained in the 'minutes'. This is not a word-for-word record but sets out decisions for legal and other purposes. When the minutes are agreed, they are available on our website with links to the reports which were considered at the meeting.

### **Who can help me?**

If you have any questions about this leaflet or would like more information, please contact:

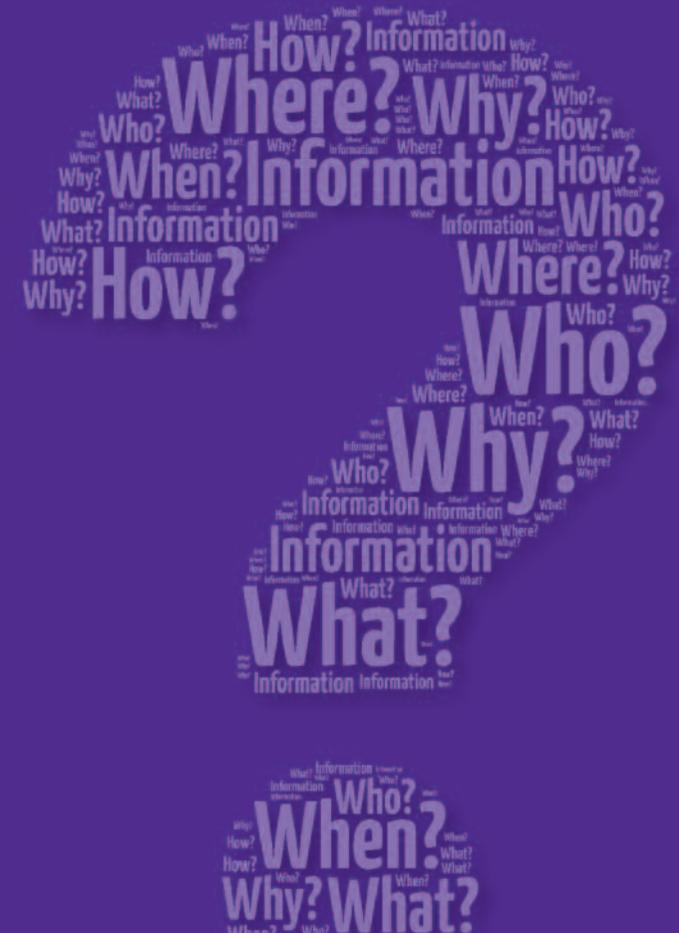
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**Note:** There are copies of committee agendas and papers on our website (click on 'Your Council - meetings minutes and reports').

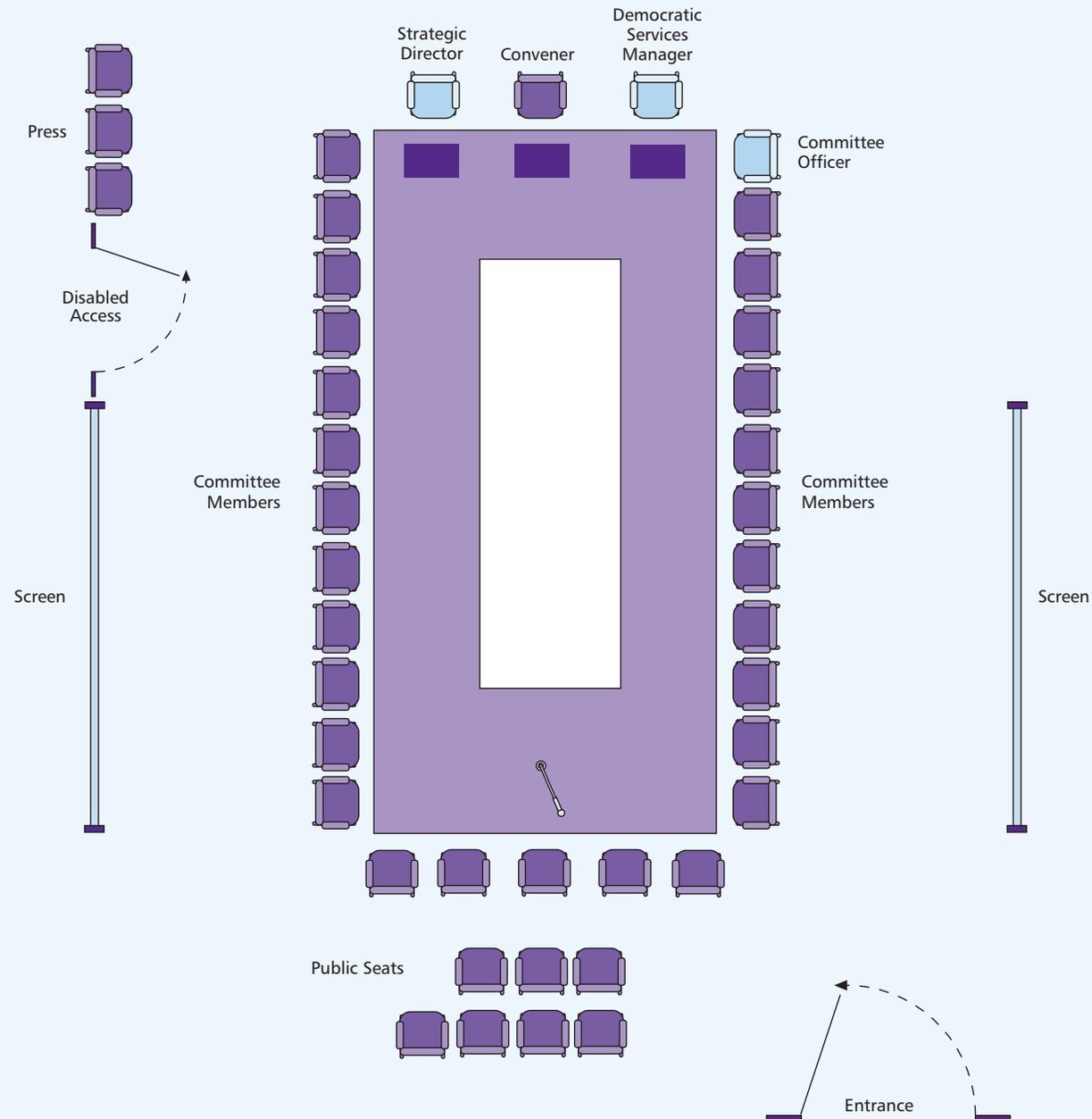


# **A Visitor's Guide to a Committee Meeting**

## **Procedures and Guidance**



## COMMITTEE MEETING - Who sits where?



### Introduction

If you live in Angus, we are your council. We have prepared this guide to explain what happens at a committee meeting. It is not a full statement of all the rules that govern these meetings, but should give you an insight into what happens during a committee meeting.

### When and where do the committees meet?

Committees normally meet around once every six weeks, with a break during the summer. The meetings are usually held in the Town and County Hall in Forfar. There is a timetable of meetings on our website.

### Can the public come to the meetings and where do they sit?

In most cases, committee meetings are open to the public and press, and they are very welcome to sit in and follow the proceedings. Occasionally, we may have to sit in private for legal reasons or reasons of confidentiality. The public seats are at the back of the chambers. A plan showing the layout is included in this leaflet. There is disabled access to the chambers.

### Who comes to committee meetings?

The councillors who are members of the committee come to the meeting. They sit round the table, with the Convener as the chairperson. Usually, a Director will sit to the right of the Convener at the top of the table but this will depend on what committee is meeting. The person acting as Clerk (or Secretary) to the meeting will sit