

CAMBRIDGESHIRE LOCAL ACCESS FORUM (CAMBRIDGESHIRE LAF)

Draft 07 December 2007

Participation at Forum meetings

Due regard will be given at all times to the Local Access Forums (England) Regulations 2007, in particular Regulation 7 'Guidance on Public access to Meetings & exceptions'.

- All public meetings will be advertised in advance on the Cambridgeshire LAF's section of the county Council's website
<http://www.cambridgeshire.gov.uk/sub/cntryside/laf/index.htm>
- Agendas, papers and minutes of the meeting will be available to the public on the County Council's website as above and via the Secretary, normally at least five days before meetings.
- The meetings of the Cambridgeshire LAF will be open public meetings and held in venues that are accessible for all. The Secretary may be contacted in advance of the meeting if assistance may be needed.
- An opportunity will be given for members of the public to speak at meetings.
- There will be a limit of 15 minutes available for communications from the public, normally towards the start of each meeting.
- A person wishing to speak should provide details of the issue to be raised, together with the specific question to be asked, to the Secretary. They must include their name and address and whether they are representing any particular group. This information should normally be submitted by post or e-mail to the Secretary in advance of a week before the meeting.
- The Chairman may exercise discretion and accept questions written and delivered in person on the day of the meeting, provided the content can be scrutinised and details taken by the Secretary before the start of the meeting.
- Questions from members of the public should be relevant to the work of the Forum, and should take no more than two minutes.
- Only one question may be taken per member of the public, or organisation, and the question must relate to a single topic.
- Questions will be taken, or read, from different members of the public in the order that they were been received, up to the time limit available for the whole question and answer session.
- Oral questions must commence with the full name of the questioner and include any declaration of interest in the matter being raised.
- It should be clear from the question what information is required, or what action is requested from the Forum.
- The question should be directed to the Chairman, who may then request information from other Forum members, to enable a reply to be given.
- The questioner may put one supplementary question or seek clarification of the response to the original question, and receive a further reply.
- Forum members will not enter into discussion on the subject within the meeting in which the issue has been raised, and will direct all comments via the Chairman.
- The Forum may seek information outside the meeting from other sources on the matters raised, and if appropriate, a written response will be given to the questioner and made available to the public.
- The Chairman's decision shall be final on all matters relating to public participation in Cambridgeshire LAF meetings.