



Attendance by the Public & Journalists at JARC Public Meetings

The Staffordshire Commissioner welcomes members of the public and journalists to attend the public Joint Audit and Risk Committee (JARC) Meetings to observe. Full details of these meetings including the dates, papers and meeting locations are available on the SCO website.

Members of the public and journalists are treated as 'Observers' during the Public Meetings and are invited to submit up to two questions in writing, prior to the meeting. Details on how to submit a question are provided below. During the meeting the Chair of JARC will ask any submitted questions, and the responses will be read out and published in the minutes of the meeting.

Observers need to notify the Governance Team if they wish to attend a Public Meeting, at least **48 hours** prior to the meeting. Upon arrival Observers will need to sign in at the designated reception area, where they will be met by a member of the team and escorted to and from the meeting.

During the meeting Observers will be allowed to observe only, no supplementary questions will be allowed during the meeting.

How to submit a question to the JARC Public meeting

Prior to the JARC Public meeting, up to two questions may be submitted for consideration, these must be sent via email or post and make clear reference to the papers and sections which they relate to. All questions must be received by the Governance and Assurance Team no later than **two clear working days** before the meeting.

Questions may not be accepted if they:

- Require the disclosure of exempt or confidential information.
- Do not relate to the papers on the agenda.
- Repeat a question asked at a public meeting in the previous six months.
- Are defamatory, frivolous or offensive.

Attendance & Question Notification:

EMAIL: governance@staffordshire-pfcc.gov.uk

POST: Governance & Assurance Team, Staffordshire Commissioners Office, Block 9, Staffordshire Police Headquarters, Beaconside, Stafford, ST18 0YY.