



Attendance by the Public & Journalists at ETAP Public Meetings

The Staffordshire Commissioner welcomes members of the public and journalists to attend the public Ethics, Transparency and Audit Panel Meetings. 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 ask up to two questions generated from the papers on the meeting agenda. Details on how questions can be submitted are given below.

Observers need to notify the Governance and Assurance Team of their attendance a minimum of 24 hours before the meeting. Upon arrival observers will need to sign in at the designated reception area and then will be escorted to and from the meeting.

During the meeting observers will be seated at the rear or the side of the main meeting area and will be allowed to observe only.

Submit a question to the ETAP Public meeting

At the Ethics, Transparency and Audit Panel Public meetings, there is the opportunity for observers to ask questions relating to the papers on the agenda. Questions not related to the papers will not be taken.

A questioner can submit up to two questions per public meeting. Questioners are requested to make clear reference to the papers and sections from which their questions relate to. No supplementary questions will be allowed during the public meeting.

Questions must be received by the Governance and Assurance Team by email or in the post no later than **two clear working days** prior to the public meeting.

Questions may not be accepted if they:

- Require the disclosure of exempt or confidential information,
- Repeat a question asked at a public meeting in the previous six months,
- Are defamatory, frivolous or offensive.

During the meeting, the Chair of ETAP, will ask the questions on behalf of the questioner and responses will be included within the minutes.

Should the questioner not attend the public meeting the response to the question will be available via the minutes published to the Staffordshire Commissioner's website.

Attendance & Question Notification:

EMAIL: governance@staffordshire-pfcc.gov.uk

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