



Your rights to attend meeting and inspect papers

Carlisle City Council welcomes people to meetings of the Council and its Executive, Scrutiny Panels, Regulatory Committee and Development Control Committee. All of these are normally held at the Civic Centre, Carlisle. Decisions taken at these meetings affect the lives of all people living or working in Carlisle.

Attending meetings means that you can obtain information about these decisions and how they are taken at first hand.

The Executive, Council and some other Committees are decision making meetings, while Scrutiny Panels contribute to the process.

How do I find out about meetings?

- You can find out about dates of meetings from the City Council website <http://cmis.carlisle.gov.uk/cmis/Meetings.aspx> by notices placed in the ground floor area of the Civic Centre, or by contacting the Committee Services Section by:
 - email: committeeservices@carlisle.gov.uk
or
 - telephone: 01228 81036.
- You can also find out what and when major decisions are to be discussed from the Executive's Forward Plan. The Forward Plan covers a four month period and is updated and rolled forward monthly. It is published on the City Council's website <http://cmis.carlisle.gov.uk/cmis/ForwardPlan.aspx> and is available to view in the Customer Contact Centre of the Civic Centre, Carlisle at least 14 days before the start of the period covered.
- The agenda for all decision making meetings are published five clear working days before the meeting. The agenda, and all the public reports to be considered, are available on the City Council's website <http://cmis.carlisle.gov.uk/cmis/Committees.aspx>

- Agendas, public reports and minutes can also be seen at the Civic Centre, Carlisle during office hours (9:00am-5:00pm Monday-Thursday, 9:00am-4:00pm Friday). With the approval of the Assistant Director (Governance) copies of any other documents supplied to Councillors in connection with an item may be provided. Please note that we may need to make a small charge to cover printing and postage costs.

Background papers and confidential items

- Occasionally you may be asked to leave a meeting, or part of it, if a confidential matter is to be discussed. Items of this kind are put at the end of the agenda whenever possible. This will only happen when such things as personal information, information regarding legal or criminal proceedings, or the terms of contracts and negotiations are involved; where publicity would not be in the public interest. We will explain why you are being asked to leave.
- Background papers used by officers in the preparation of reports can also be inspected. Requests to see these should be made to the author of the report. Again, there may sometimes be papers which contain confidential information which cannot be disclosed.

After the meeting

- After the meeting you can inspect a list of the decisions taken and a copy of the meeting. Again these are published on the website <http://cmis.carlisle.gov.uk/cmis/Committees.aspx>

How to contact us

- For advice about attending meetings or any other matters relating to meetings of the City Council bodies, please speak to any of the Committee Officers in the Committee Section and they will be pleased to assist you.
- email: committeeservices@carlisle.gov.uk
or
- telephone: 01228 81036
or
- write to:
Assistant Director (Governance)
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG

If you have any queries or comments about the procedure please get in touch.