

KENT COUNTY COUNCIL

Cabinet Scrutiny Committee

Public Involvement in Scrutiny Process

The Cabinet Scrutiny Committee meets monthly to scrutinise decisions made by KCC's Cabinet or by individual Cabinet Members. It does not scrutinise all decisions, but the Committee's Chairman and Spokesmen (one from each of the three political parties represented on KCC) choose which decisions should be subject to scrutiny at each meeting. Decisions are scrutinised by Members of the Committee questioning witnesses (normally the relevant KCC Cabinet Member and Managing Director).

Members of the public may participate in the scrutiny process by:-

- (a) **suggesting recent KCC Cabinet or Cabinet Member decisions for scrutiny.** Suggestions should be sent to the Democratic Services Unit (at Sessions House, County Hall, Maidstone, ME14 1XQ; telephone 01622 694002; e-mail: democratic.services@kent.gov.uk) who will arrange for any suggestions from the public to be considered by the Chairman and Spokesmen;
- (b) **submitting written views about decisions already called-in for scrutiny.** The agenda for each Cabinet Scrutiny Committee meeting is published one week in advance on the KCC website (www.kent.gov.uk). The agenda shows which decisions are to be scrutinised at the next meeting. Written statements of views should be no more than 500 words long and should be sent to the Democratic Services Unit (preferably by e-mail) to arrive at least two days before the Committee meeting. Written statements will then be circulated to Members of the Committee prior to the meeting;
- (c) **attending the Committee's meetings.**

All Committee meetings are normally open to the public and the public is more than welcome to attend to listen to the Committee's debates.

Members of the public may also ask to address the Committee on any item already on the agenda. Please note that:-

- (i) requests must be made in advance of the meeting to the Democratic Services Unit and are subject to agreement by the Chairman of the Committee in consultation with the Spokesmen from the other two political parties;
- (ii) in normal circumstances, only one member of the public will be allowed to address the Committee on any item;
- (iii) any member of the public allowed to address the Committee:-
 - must normally have submitted a written statement first (see (b) above);
 - will be allowed to address the Committee for up to 5 minutes to summarise their views, and amplify – but not repeat – any points in their written statement;
 - will then be allowed up to 5 minutes to ask questions of the witnesses (the 5 minutes does not include the time for answers to be given). These questions should be used to seek genuinely new information. Questions must not be asked to which the member of the public already knows the answer.