

# Policy Panel Meeting

**Council Chamber, Town Hall, High Street,  
Colchester, CO1 1PJ**

**Wednesday, 24 May 2023 at 12:00**

**The Policy Panel** provides legislative, improvement and policy advice to Cabinet and Portfolio Holders on issues that may affect executive functions. The Panel considers issues at the request of Cabinet and Portfolio Holders and must seek approval from Cabinet on whether and how issues proactively identified by the Panel are examined. The Panel also considers initiatives for review from members of the public.

## Information for Members of the Public

### Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

### Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

<https://colchester.cmis.uk.com/colchester/HaveYourSay.aspx>

### Audio Recording, Mobile phones and other devices

The Council records public meetings for live broadcast over the internet via its YouTube Channel and the recordings are available to watch afterwards [here \[\(4\) Colchester City Council - YouTube\]](#). When it is not possible to video stream meetings, they will be audio streamed on the Council's website: [www.colchester.gov.uk](http://www.colchester.gov.uk)

Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Chairman / Mayor who may choose to require all devices to be switched off at any time.

### Access

The main access to Charter Hall is suitable for wheelchair users. There is an induction loop in all the Charter Hall.

### Facilities

Toilets are available. Attendees are advised to bring their own refreshments or to purchase them from the Leisure World café which will be open.

### Evacuation Procedures

Should the emergency alarm sound exit the building by the nearest available emergency exit and assemble at the Skate Park.

Library and Community Hub, Colchester Central Library, 21 Trinity Square,  
Colchester, CO1 1JB

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call  
e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

## **Policy Panel – Terms of Reference**

- (1) To consider strategies, policies and legislative changes identified by Cabinet that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.
- (2) To review issues at the request of a Portfolio Holder and to make recommendations back to the Portfolio Holder for decision.

**COLCHESTER BOROUGH COUNCIL**  
**Policy Panel**  
**Wednesday, 24 May 2023 at 12:00**

**The Policy Panel Members are:**

To be decided at the Annual Meeting on 24 May 2023

**The Policy Panel Substitute Members are:**

All members of the Council who are not members of the Panel.

**AGENDA**  
**THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING**  
**(Part A - open to the public)**

**1 Election of Chairman**

To elect a Chairman for the forthcoming Municipal Year.

**2 Election of a Deputy Chairman**

To elect a Deputy Chairman for the forthcoming Municipal Year.

**Part B**  
**(not open to the public including the press)**