

G2 ACCESS TO INFORMATION PROCEDURE RULES

1. Scope

1.1 These rules apply to all meetings of the Council, the Executive, committees and sub-committees, with the exception of Initial Assessment and Review Sub-Committees of the Standards Committee to which there is no right of public access (together called meetings). Separate proceedings apply to the Licensing Sub-Committees when conducting hearings under the Licensing Act 2003.

2. Additional Rights to Information

2.1 These rules do not affect any more specific rights to information contained elsewhere in the constitution or the law.

3. Rights to attend Meetings

3.1 Members of the public may attend all meetings subject only to the exceptions in these rules.

[3.2 Audio/visual recording and photography at Council meetings is allowed subject to certain restrictions and prior agreement from the Chairman of the meeting. A protocol on this matter is available on the Council's website \[www.centralbeds.gov.uk\]\(http://www.centralbeds.gov.uk\).](#)

4. Notices of Meeting

4.1 The Council will give at least five clear days' notice of any meeting by posting details of the meeting at the main offices of the Council and on the Council's website www.centralbeds.gov.uk. If the meeting is convened at shorter notice, details will be posted at the time it is convened.

5. Access to Agenda and Reports before the Meeting

5.1 The Council will make copies of the agenda and reports open to the public available for inspection at its offices at least five clear days before the meeting, or if the meeting is convened at shorter notice, then at the time it is convened. If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. Where reports are prepared after the summons has been sent out, the Monitoring Officer shall make each such report available to the public as soon as the report is completed and sent to councillors.