



**Children's Court  
Guardian Agency**  
FOR NORTHERN IRELAND



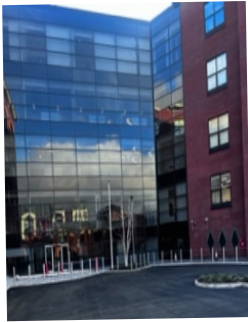
**HQ: JAMES HOUSE, 2-4 CROMAC AVENUE, BELFAST, BT7 2JA**

**Guidance for  
Members of the Public attending  
Board Meetings**

Welcome to the Children's Court Guardian Agency for Northern Ireland.

## On Arrival

On arrival, please make yourself known at the Security Desk.



Our office is based on the 1<sup>st</sup> floor but we also have access to a private room on the ground floor (Laganview Room).



A member of our organisation will meet you at Reception and escort you to your meeting.

A copy of the Agenda for the Board Meeting will be provided for your information.

## Procedure for a Non-Board Member participating at a Board Meetings

The Agency holds its Board meetings in public. These meetings are listed on our website. Those wishing to attend should indicate their intention to:-

**Mrs Ann Andrew, Chief Executive's Office, Tel: 02895361549.**

**Email: [ann.andrew@nigala.hscni.net](mailto:ann.andrew@nigala.hscni.net)**

The meeting generally takes place in the **Children's Court Guardian Agency for Northern Ireland, James House, 2-4 Cromac Avenue, Belfast, BT7 2JA.**

Anyone requiring any specific arrangements in regard to disability or special needs should alert Mrs Ann Andrew at the Chief Executive's office one week in advance. The Agency will endeavour to accommodate these requirements.

## How Board Meetings operate

The format of public Board meetings is as follows:

1. The Chair will welcome members of the public to the Board Meeting.
2. The Chair will refer those present to the agenda for today's meeting, which outlines the items which will be considered by Board members.
3. The Chair will advise members of the public present of their opportunity, at his invitation and at the end of the meeting, to address the Board or raise any questions they may have.
4. Where members of the public attend a public meeting without prior notice and wish to raise a question at the end of the meeting, the specified advance notice for speaking rights may be waived at the discretion of the Chair.
5. Members of the public may also forward their queries to the Administration Manager for a formal response from the Board. The Administration Manager can be contacted at: **Children's Court Guardian Agency for Northern Ireland, 1<sup>st</sup> Floor, James House, 2-4 Cromac Avenue, Belfast, BT7 2JA**, Tel: 02895361549 or by email: [ann.andrew@nigala.hscni.net](mailto:ann.andrew@nigala.hscni.net)

## Participation in Open Board Meetings & Addressing the Board

Non-Board members may attend Board meetings as observers, but may not participate in the meeting discussions, unless explicitly invited to do so. No photographic, television and/or recording equipment will be permitted at any meeting unless explicitly authorised by the Board.

Non-Board members attending Board meetings will be asked to identify themselves and whether they have any formal affiliations.

Persons wishing to address the Board at a Board meeting should note the following:-

**Etiquette and Speaking Rights:** Deputations from any meeting, association, public body or an individual may be permitted to address a public meeting of the Board provided notice of the intended deputation and a summary of the subject matter is given to the Board at least two clear days prior to the meeting and provided the Chairperson and Board agrees. In normal circumstances this facility shall be confined to a short statement or presentation not exceeding five minutes. The Chairperson shall determine the actual allotted time and if the deputation has sufficiently covered the issue.

Requests<sup>1</sup> to address the Board will be considered by the Chair of the Board in order of receipt. No more than three presentations will be heard at any given meeting of the Board. The presentations will be made at the commencement of the public portion of the meeting. The Board is not obligated to respond to a presentation.

**Adjournment because of Disorder:** Non-Board members may be asked to leave a Board meeting if they are conducting themselves improperly or if they are otherwise disrupting the meeting, as determined by the Chair, and they may be prohibited from attending future meetings. Should the person/persons refuse to withdraw, the Chair shall adjourn the meeting until the disorderly faction has been legally removed.

**Admission of Press and Public:** The meetings of the Children's Court Guardian Agency for Northern Ireland shall be open to members of the press and public provided that the numbers attending may be accommodated in the room being used. This will be done on a "first come first served" basis.

**Withdrawal:** All such persons shall withdraw when requested to do so by the Chair.

**Closed Sessions:** Closed sessions may be held at the beginning and the end of the public segment of each Board meeting. Only those persons authorized by the Board to remain at the closed session of the meeting will be permitted to remain. Other persons will be excused from the closed portion of the meeting. Closed sessions will be held to discuss items of a confidential nature, including but not limited to: the security of the property, personal matters about an identifiable individual, employment issues, the receiving of advice that is subject to solicitor-client privilege.

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<sup>1</sup> Any requests relating to individual cases should be directed to the relevant line manager and dealt with under the Complaints Policy