



**Procedure Guidance for Panel Hearing of the Hitchin Town Hall / North Hertfordshire Museum Review**

**Beginning of the meeting:**

Chairman's Welcome:

The Chairman will formally open the Hearing and the Panel will be introduced.

The Chairman will explain the format of the Hearing and the purpose of the Panel.

**Questioning:**

Each invited Witness will be provided the opportunity to update or emphasise anything further to that which was submitted in the initial statement. A maximum of 10 minutes is allocated.

The Hearing will then proceed with the Chairman and Members of the Panel asking a series of questions to the selected Witness.

A maximum of 45 minutes in total has been allocated to each Witness and the Chairman will endeavour to strictly adhere to this in order to ensure that the business of the Panel is transacted as expeditiously as is reasonably possible.

The Chairman of the Panel may stop persons from speaking at any time if he considers the matters being presented to be defamatory, improper or outside the scope of the review.

When the Chairman speaks during a debate, any person speaking at the time must stop and the meeting must be silent.

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he thinks necessary.

At the end of the questions the Chairman will invite any closing remarks of both the Panel and the Witness.

**Right to address the Panel:**

The right to address the Panel will be confined to only those witnesses that have been invited to attend the Hearing.

Members of the public are able to attend the Hearing and sit in the public gallery.

Once a Witness has addressed the Panel the Witness may leave the Hearing should they so wish.



**Recording of the Hearing:**

An audio recording of the meeting will be taken and subsequently made available on the NHDC website.

**Recording Meetings**

Persons taking their own recording of the Hearing must comply with the Council's Protocol for Recording of Council Meetings and ensure that the Hearing is not disrupted or disturbed.

<https://www.north-herts.gov.uk/recording-council-meetings>