

INTERIM GUIDANCE FOR PUBLIC ENGAGEMENT IN VIRTUAL MEETINGS AS ADOPTED BY THE WESTERN GATEWAY SUB-NATIONAL TRANSPORT BODY (WG STB)

PUBLIC QUESTIONS AND STATEMENTS - INFORMATION FOR MEMBERS OF THE PUBLIC

WG STB public Board meetings are currently being held virtually as a 'Teams' video conference, broadcast via Microsoft (MS) Teams and recorded for live and offline viewing.

Members of the public can watch the meeting live on the MS Teams live feed – details of this will be published in advance of each Board meeting on the Western Gateway STB website

<https://westerngatewaystb.org.uk/>.

PUBLIC QUESTIONS

1. Any member of the public can submit a maximum of one written question to a WG STB virtual public Board meeting. Questions should relate to the remit of the Board.

2. The deadline for the submission of questions is 12 noon, at least 5 clear working days ahead of a meeting. For example, for a Board meeting to be held on a Friday, the deadline for questions is 12 pm on the preceding Monday. The specific deadline date will be included on the meeting agenda.

3. Questions should be addressed to the Chair of the Board (Cllr Bridget Wayman) and e-mailed to WesternGatewaySTB@westofengland-ca.gov.uk

4. Under the direction of the Chair, wherever possible, written replies to questions will be sent to questioners by the end of the working day prior to the meeting.

5. Questions and replies will be circulated to Board members in advance of the meeting and published on the WG STB website.

6. Please note there is no opportunity for oral supplementary questions to be asked at Board meetings at the present time.

PUBLIC STATEMENTS

1. Any member of the public may submit a statement (or petition) to a WG STB virtual public Board meeting. Statements should relate to the remit of the Board.

2. Please note that only one statement per individual is permitted.

3. Statements must be submitted in writing and received by the deadline of 12 noon, at least 3 working days ahead of a meeting. The specific deadline date will be included on the meeting agenda. Statements should be emailed to WesternGatewaySTB@westofengland-ca.gov.uk

4. Statements will be listed for the meeting in the order of receipt. All statements will be sent to Board members in advance of the meeting and published on the WG STB website.

5. A member of the Board will present the written statement/s during the meeting. Statements are given a maximum of 3 minutes each. Please note that your main points may be summarised if needed as the Board members will already have read your statement.

6. Please note there is no opportunity for oral supplementary statements to be asked at Board meetings at the present time.

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