

Thinking of attending a Board Meeting of Hackney Homes?

Residents are welcome to attend Hackney Homes Board meetings. These meetings are a little different to regular residents meetings and below are some guidelines for residents to follow should they wish to attend or ask a question at a Board meeting.

Need assistance in attending?

If you need any further assistance to attend a Board meeting, such as large print information, an induction loop or interpreter, please contact the Governance Team below so these arrangements can be made for you.

As a minimum Hackney Homes will endeavour to ensure that:

1. All Board meetings are held at venues that are compliant with the Disability Discrimination Act (DDA) requirements.
2. Reasonable communication aids will be provided on request.

Are there any special rules at the meeting?

Members of the public attending Hackney Homes' meetings are welcome to observe, but would not normally participate in the meeting unless *they* have previously submitted questions or requests to speak as described in the guidelines below.

In the unlikely event of any member of the public deemed by the Chair of the meeting to be behaving in a manner that is inappropriate or not in adherence of these guidelines, they may be asked to leave the meeting.

I want to ask a question to the Board, what do I do?

Questions to the Board should be submitted to the Governance Team below *at least 10 days* in advance of the Board meeting. These questions should be in writing. The Governance Team will help you prepare your question if you need assistance.

All submitted questions are dealt with at a single point in the meeting.

What if I want to speak at a Board Meeting?

Please note requests to speak to the meeting must be relevant to the items on the meeting agenda. Your submission allows you to raise the Board's awareness of a particular issue, is not the intention that your presentation will develop into a prolonged conversation. The chair will invite you to present your information at the relevant point in the agenda.

Members of the public who wish to speak to the Board meeting should make a formal request *at least 10 days* in advance of the meeting. A short written submission from you would be necessary. The Governance Team will help you to prepare this if you need assistance.

The Chair of the meeting can change the order of the agenda items if a member of the public wishes to address the Board on a particular report.

Who do I contact for help and advice?

If you want to submit a question to the Board or advise us of any special arrangements you need to attend the Board meeting, please contact the Governance Team at:

Email: governance.team@hackneyhomes.org.uk

Telephone: 020 8356 3432

In writing: Governance Team
Hackney Homes Ltd
Christopher Addison House
72 Wilton Way
London
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