

## O&S Committee Meeting 6 February 2024 Running Order

### \*Emergency Procedure

There are no planned tests of the emergency alarm. If the alarm does sound everyone present must leave by the designated exit route via the main reception. If the preferred route is blocked, use the nearest signed alternative route. Do not use the lift. Everyone must assemble at the designated point, which is next to the County Museum in Market Place. Once you reach the designated point, you are requested to please retain social distancing as a courtesy for anyone who may feel more comfortable keeping a distance. Members of the public and press should report to a member of the Reception team who will be wearing yellow fluorescent jackets. Councillors and Officers should report to the Committee Officer. Please do not re-enter the building until the Fire Officer advises that it is safe to do so.

Agenda Item	Topic	Officers/Councillors attending	Notes
<b>O&amp;S agenda</b>			
<b>1</b>	Apologies and Substitutes		An apology for absence from Cllr Sullivan.
<b>2</b>	Declarations of Interest		
<b>3</b>	Minutes for approval – 5 December 2023		
<b>4</b>	Work Programme, Forward Plan and Comments from Cabinet		
		Close the meeting	