





**Brighton & Hove  
City Council**

# Overview & Scrutiny

Title:	<b>Scrutiny Panel on Letting Agents</b>
Date:	<b>10 February 2011</b>
Time:	<b>3.00pm</b>
Venue	<b>Room 328</b>
Members:	<b>Councillors:</b> Elgood (Chair)  Randall                      Simpson
Contact:	<b>Sharmini Williams</b> <b>Overview &amp; Scrutiny Support Officer</b> <b>29-0451</b>  sharmini.williams@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	<p style="text-align: center;"><b>FIRE / EMERGENCY EVACUATION PROCEDURE</b></p> <p>If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:</p> <ul style="list-style-type: none"> <li>• You should proceed calmly; do not run and do not use the lifts;</li> <li>• Do not stop to collect personal belongings;</li> <li>• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and</li> <li>• Do not re-enter the building until told that it is safe to do so.</li> </ul>

# AGENDA

**14. Evidence from Cllr Maria Caulfield, Cabinet Member for Housing**

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Sharmini Williams, (01273 290451 – email [sharmini.williams@brighton-hove.gov.uk](mailto:sharmini.williams@brighton-hove.gov.uk)) or email [scrutiny@brighton-hove.gov.uk](mailto:scrutiny@brighton-hove.gov.uk)

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