

Appendix D

PUBLIC PARTICIPATION PROCEDURE (Appx A to Part A4 of the Constitution) Asking questions, making statements, deputations and presenting petitions at meetings of the Council, the Executive or Committees

1. When Public Participation will Operate

1.1 Members of the public will be able to participate at meetings of:-

- The Full Council;
- The Executive;
- The Overview and Scrutiny committees
- Licensing Committee ¹

(¹: where a public hearing is being conducted by the Licensing Committee or its sub committees, public participation shall be considered in accordance with the separate procedure applying to such hearings)

- Development Management Committee²

(²: A separate public participation procedure operates where the Development Management Committee is determining planning or other applications, as set out in Annex 3 of this procedure.)

- General Purposes Committee
- Audit Committee
- Standards Committee

by asking questions or making statements at the beginning of the meeting and by presenting petitions or making a deputation.

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PROCEDURE FOR PUBLIC QUESTIONS, STATEMENTS AND DEPUTATIONS AT MEETINGS (Annex 1)

1. Public Questions, Statements and Deputations at the Beginning of the Meeting

1.1 At the beginning of each meeting of the Council (other than annual or extraordinary meetings, except at the discretion of the Chairman), the Executive and committees, a period of up to 15 minutes will be allowed for public questions or statements, deputations and responses.

- 1.2 The Chairman of the Council, executive or committee will have discretion to extend this period.
- 1.3 Questions, statements or deputations should be relevant to the functions of the body to which they are addressed and relate to matters over which the Authority has powers or duties, including where the Council shares delivery responsibilities, or which affect the area of the Authority.
- 1.4 Normally no more than three speakers will be allowed to speak at a meeting on any one subject, with each individual speaker being restricted to a total of **three** minutes.
- 1.5 In the case of deputations, or where there are groups of speakers for or against an issue, each group will only have a total of three minutes to speak and, therefore, they will be encouraged to appoint a spokesperson.
- 1.6 Questions, statements and deputations during the 15 minute period will also be subject to the principles set out at paragraphs 3 below and to the general principles governing public participation at paragraph 2 of Appendix A.

3. Principles Governing Public Questions, Statements and Deputations

3.1 Advance Notice:-

3.1.1 Advance notice of questions, statements and deputations must be submitted in writing to the Monitoring Officer a minimum of 2 clear working days before the meeting;

3.1.2 Where a speaker has given advance notice, it is recommended that he/she be present at the start of the meeting, since the timing of individual agenda items cannot be predicted.

3.2 The order of speaking will be in the order in which requests are received.

3.3 Questions should be directed to the chairman, who may request the appropriate member (or at a meeting of the Executive or a committee, the relevant officer), to reply.

3.4 Each question will be put and answered without discussion, although the Chairman may allow:-

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- 3.4.1 Further clarification or supplementary questions, including the Chairman asking questions of the member of the public; and
 - 3.4.2 A Member to request that an issue raised be included on the agenda of a future meeting.
- 3.5 Any question which does not receive a response through lack of time or information will be given a written reply within 5 working days after the meeting on the condition that the questioner has provided his/her name and address.

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After members of the public have been able to speak, the Chairman may invite the relevant member (or, at a meeting of the Executive or a committee, the relevant officer) to comment and/or clarify matters.

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The item will then be considered by members of the Council, Executive or committee.

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Questions, statements and deputations on individual agenda items will also be subject to the principles set out at paragraph 3 below and to the general principles and exceptions governing public participation at paragraph 2 of Appendix A.

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but if notice has been given, it will be easier to give a more detailed reply

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- 3.1.2 However persons wishing to speak must arrive no later than 15 minutes before the start of the meeting and complete a form indicating their wish to speak; and