

Part 4I

PUBLIC SPEAKING AT MEETINGS

1. PUBLIC SPEAKING AT MEETINGS OF THE COUNCIL

1.1 General

Members of the public may ask questions of the Leader of the Council and any chairman of an ordinary committee at ordinary meetings of the Council and may make representations on any specific item on the agenda.

1.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

1.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than 12.00 on the last but one working day before the day of the meeting. Each question must give the name and address of the questioner and identity of the member of the Council to whom it is to be put.

1.4 Number of and time limits on questions

At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation. Unless the Chairman otherwise specifies, each speaker will be limited to two minutes in which to ask the question or questions. Subject to the Chairman's discretion there will be an overall limit of 15 minutes devoted to public questions.

1.5 Scope of questions

The Chief Executive may reject a question if it:

- is not about a matter for which the Council has a responsibility or which affects the District;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.



1.6 Record of questions

The Chief Executive will record each question and make the same available for public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

1.7 Asking the question at the meeting

The Chairman will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, he or she may ask the Chairman to put the question on their behalf. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

1.8 Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in paragraph 1.5 above.

1.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

1.10 Reference of question to the Executive or a committee

Unless the Chairman specifies otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Executive or the appropriate committee. Once seconded, such a motion will be voted on without discussion.

1.11 Public speaking on specific items

- (a) Parish and Neighbourhood Councils in the District and Members of the public may make a statement on any item on the agenda when the matter arises for debate and at the time appointed by the Chairman. Each speaker will be limited to two minutes in which to make representations. Unless the Chairman specifies otherwise,



the total time for such representations by members of the public shall not exceed 12 minutes in respect of each item.

- (b) Speakers shall give notice by not later than 12.00 on the last but one working day before the meeting of their intention to speak.
- (c) Where the item concerns a planning or licensing application the rule in paragraph 1.11(a) is modified to allow parish or neighbourhood councils two minutes each, objectors two minutes each subject to an overall limit of six minutes, applicants and supporters two minutes each subject to an overall limit of six minutes

2. PUBLIC SPEAKING AT MEETINGS OF THE COUNCIL'S ORDINARY COMMITTEES AND SUB-COMMITTEES, STANDARDS COMMITTEE AND SUB-COMMITTEES AND SCRUTINY COMMITTEES AND SUB-COMMITTEES

2.1 General

Members of the public may make representations on any specific item on the agenda.

2.2 Public speaking on specific items

- (a) Parish and Neighbourhood Councils in the District and Members of the public may make a statement on any item on the agenda when the matter arises for debate and at the time appointed by the Chairman. Each speaker will be limited to two minutes in which to make representations. Unless the Chairman specifies otherwise, the total time for such representations by members of the public shall not exceed 12 minutes in respect of each item.
- (b) Speakers shall give notice by not later than 12.00 on the last but one working day before the meeting of their intention to speak.
- (c) Where the item concerns a planning or licensing application the rule in paragraph 2.2(a) is modified :to allow parish or neighbourhood councils two minutes each, objectors two minutes each subject to an overall limit of six minutes, applicants and supporters two minutes each subject to an overall limit of six minutes; and



3. PUBLIC SPEAKING AT MEETINGS OF THE EXECUTIVE

3.1 General

Members of the public may ask questions of the Leader of the Council and any individual members of the Executive at meetings of the Council and may make representations on any specific item on the agenda.

3.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3.3 Number of and time limits on questions

At any one meeting no person may ask more than two questions and no more than two such questions may be asked on behalf of one organisation. Unless the Chairman otherwise specifies, each speaker will be limited to two minutes in which to ask the question or questions. Subject to the Chairman's discretion there will be an overall limit of 15 minutes devoted to public questions.

3.4 Scope of questions

The Chairman may reject a question if it:

- is not about a matter for which the Council has a responsibility or which affects the District;
- is defamatory, frivolous or offensive;
- requires the disclosure of confidential or exempt information.

3.5 Asking the question at the meeting

The Chairman will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, he or she may ask the Chairman to put the question on their behalf. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

3.6 Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in paragraph 3.4 above.



3.7 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

3.8 Public speaking on specific items

Parish and Neighbourhood Councils in the District and Members of the public may make a statement on any item on the agenda when the matter arises for debate and at the time appointed by the Chairman. Each speaker will be limited to two minutes in which to make representations. Unless the Chairman specifies otherwise, the total time for such representations by members of the public shall not exceed 12 minutes in respect of each item.

3.9 Notice of intention to speak

Speakers shall give notice by not later than 12.00 on the last but one working day before the meeting of their intention to speak.

