

Part Three - Chapter 12 - Deputation Schemes

The Council seeks to actively encourage public participation at all of its meetings. This scheme sets out the rules for making a deputation to speak at any meeting which falls within the Council's Committee Structure.

A: Scheme for making deputations to meetings of the Council, Executive, Scrutiny Panels, a committee (other than Planning Committee) or a sub-committee

- A-12.1 Notice of a proposed Deputation, which shall be given in writing, shall be lodged with the Head of Democratic Services no later than by noon two working days before the day of the meeting and: -
- a) in the case of a meeting of Council, shall be addressed to the Mayor,
 - b) in the case of a meeting of the Executive, shall be addressed to the Executive Leader; and
 - c) in the case of a Scrutiny Panel, Committee or Sub-Committee of the Council, shall be addressed to the Chairman of the relevant Panel, Committee or Sub-Committee.
- A-12.2 A notice shall give brief details of the subject on which a Deputation wishes to be heard.
- A-12.3 A Deputation to the Executive or a Committee, shall be entitled to address the meeting only on a matter which forms the subject of an item for discussion on the agenda for that meeting.
- A-12.4 A Deputation to a Scrutiny Panel shall be entitled only to address Members on matters concerning functions and powers of the relevant Panel.
- A-12.5 If notice of a Deputation is received which, in the opinion of the Head of Democratic Services is illegal, irregular or improper it shall not be accepted. In the event of nonacceptance, the Head of Democratic Services shall notify the Deputee.
- A-12.6 A Deputation to a meeting of the full Council shall be entitled only to address members on matters concerning functions and powers of the Council.
- A-12.7 Deputations shall be received only from persons who are living or working in the Borough
- A-12.8 Councillors may not make deputations under this scheme.
- A-12.9 With the consent of the Mayor, Executive Leader or Chairman, as appropriate, a Deputation may be presented by one person to speak on his, her or its behalf.
- A-12.10 Subject to the other provisions of this scheme, Deputations may be in any reasonable form.
- A-12.11 Notwithstanding the time limits for Deputations allowed by the Council's Standing Orders (that is, that addresses shall not exceed ten minutes in total for each

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deputation, this period to include the time taken to read any memorial presented) the total time for receipt of all Deputations at any one meeting shall be thirty minutes. If more than three Deputations are received at a meeting, the time allowed for each shall be reduced accordingly.

A-12.12 In relation to meetings of the Executive, the Scrutiny Panels or Committees, the item next on each agenda after Apologies for Absence, (election of a Vice-Chairman as required), Minutes, Chairman's Announcements and Declarations of Interests, shall be:-

'To receive Deputations of which notice has been lodged'.

If no notice has been lodged or if no Deputation is present to be received, the meeting shall proceed to the next business.

A-12.13 In relation to meetings of Council, receipt of Deputations shall be timetabled as the Mayor shall decide.

A-12.14 Deputations shall not be received at site meetings or at the Annual Meeting of the Council.

A-12.15 Arrangements shall be made for a list of Deputations to be circulated to members present at the beginning of each relevant meeting.

B: Scheme for making deputations to meetings of the Planning Committee

B-12.1 Notice of a proposed deputation shall be given in writing and shall be lodged with the Head of Democratic Services no later than noon two working days before the day of the meeting.

B-12.2 The notice shall specify the application or other matter on which a deputation wishes to be heard and, in the case of an application for planning consent, shall specify whether the deputation is for or against the proposal.

B-12.3 A deputation shall be entitled to address the meeting only on a matter which forms the subject of an item for discussion on the agenda for that meeting.

B-12.4 Deputations shall be received only from the applicant or his/her professional agent or from persons who are living or working in the Borough. Only one deputation will be accepted per household. (Note: for this purpose "household" will be taken to mean all the persons who usually live in the same dwelling unit and who share living arrangements).

B-12.5 Where two or more notices of deputation are received on the same matter, the Council will actively encourage the appointment of a single spokesperson to present the deputation on behalf of all.

B-12.6 Subject to the other provisions of this scheme, deputations may be in any reasonable form. Any written, photographic or other material to be presented as part of the deputation shall be lodged with the Head of Democratic Services no later than noon two working days before the day of the meeting. With the consent of the Committee, deputees may be permitted to circulate relevant photographs or drawings at the

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meeting and no other material. Planning officers will be invited to comment if appropriate on the photographs or drawings circulated.

B-12.7 Deputations shall not be received at site meetings.

B-12.8 Notwithstanding the provisions of Standing Order 57, the time limits for presenting deputations shall be:

- a. In respect of those speaking in support of an application: a single deputation shall be allocated not more than three minutes; a single spokesperson representing two or more deputees shall be allocated not more than six minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be six minutes and the time shall be shared equally among them.
- b. In respect of those speaking against an application: a single deputation shall be allocated not more than three minutes; a single spokesperson representing two or more deputees shall be allocated not more than six minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be six minutes and the time shall be shared equally among them.
- c. In respect of those deputations to be made by established amenity groups* on an issue relevant to their area of interest: a single deputation shall be allocated not more than three minutes; a single spokesperson representing two or more amenity groups shall be allocated not more than six minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be six minutes and the time shall be shared equally among them. (* a list of established amenity groups is maintained by the Committee and may be revised periodically at the discretion of the Chairman in consultation with ward members.)
- d. In respect of deputations on other matters: the total time allocated shall be five minutes for a proposal and five minutes against a proposal when it is appropriate to do so; otherwise the total time allocated shall be five minutes. A single deputation shall be allocated not more than three minutes; a single spokesperson representing two or more deputees shall be allocated not more than five minutes; in the event that there is more than one speaker, the total time allowed for all speakers shall be five minutes and the time shall be shared equally among them.

B-12.9 Each agenda for meetings of the committee shall include an item: "To receive deputations of which notice has been lodged".

B-12.10 The order in which deputations shall be heard shall be arranged by the Head of Democratic Services in accordance with the following practice. If the deputation to be made relates to an application then the order of speakers will be determined by the officers' recommendation: if the recommendation is for permission, then those speaking in opposition to the application will speak first, then those in support; if the recommendation is for refusal then the order is reversed. On miscellaneous and other matters coming before the Committee, speakers will be heard in the order their deputations are received.

B-12.11 Arrangements shall be made for a list of deputations to be circulated to members present at the beginning of each meeting. Where a spokesperson has been appointed

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to present more than one deputation, the notice shall state for whom the spokesperson is speaking.

B-12.12 If a depute is not present at the meeting when the matter is due to be determined, the Committee shall proceed as if no notice had been given and may determine the matter.