

APPENDIX ONE

SCHEME FOR DEPUTATIONS TO COUNCIL, EXECUTIVE, SCRUTINY PANEL, COMMITTEE AND SUB-COMMITTEE MEETINGS (other than Planning Committee)

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 the full Council, shall be addressed to the Mayor
 - (b) in the case of a meeting of the Executive, shall be addressed to the Executive Leader
 - (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.
2. A notice shall give brief details of the subject on which a Deputation wishes to be heard.
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.
4. 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.
5. A Deputation to a Scrutiny Panel shall be entitled only to address Members on matters concerning functions and powers of the relevant Panel.
6. If notice of a Deputation is received which, in the opinion of the Head of Democratic Services is illegal, irregular, improper, or is deemed to duplicate a recent (within the previous 6 months) deputation to that Committee it shall not be accepted. In the event of nonacceptance, the Head of Democratic Services shall notify the Deputee.
7. Deputations shall be received only from persons/organisations who are currently living, working or studying in the Borough
8. Councillors may not make deputations under this scheme.
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.
10. Subject to the other provisions of this scheme, deputations may be given in written form in place of a verbal deputation. Subject to the other provisions of this

~~scheme Deputations may be in writing or submitted electronically.~~

11. Where a deputation is received in written form, this will be circulated to all Members of that Committee, Executive, Council or Panel ahead of the meeting to enable them to read, and have consideration of the deputation, ahead of the meeting.

11.12. Notwithstanding the time limits for Deputations allowed by the Councils Standing Orders (that is, that addresses shall not exceed ten minutes in total for each 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.

12.13. 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'.

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

14.15. In relation to meetings of the full Council, receipt of Deputations shall be timetabled as the Mayor shall decide.

15.16. Deputations shall not be received at site meetings or at the Annual Meeting of the Council.

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

17.18. The Head of Democratic Services in consultation with the Chairman, has the authority to alter this scheme, should circumstances require.

APPENDIX TWO

SCHEME FOR DEPUTATIONS TO MEETINGS OF THE PLANNING COMMITTEE

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.
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.
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.
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).
5. Where two or more notices of deputation are received on the same matter, the Council will actively encourage the appointment of a single spokesman to present the deputation on behalf of all.
6. Subject to the other provisions of this scheme, deputations may be given in written form in place of a verbal deputation.
7. Where a deputation is received in written form, this will be circulated to all Members of the Planning Committee ahead of the meeting to enable them to take the deputation into account when considering the item to which it refers.
- 6.8. Any supporting documents either 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 meeting but no additional written material which has not been lodged prior to the meeting. Planning officers will be invited to comment if appropriate on the photographs or drawings circulated.
- 7.9. Deputations shall **not** be received at site meetings.
- 8.10. 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 spokesman 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 spokesman 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 spokesman 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.)*

9.11. 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 spokesman 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.

10.12. The Head of Democratic Services in consultation with the Chairman, has the authority to alter this scheme, should circumstances require.