

## **REPRESENTATIONS, PETITIONS AND QUESTIONS BY THE PUBLIC**

### **General**

Subject as follows, members of the public may make representations at ordinary meetings of the Council, the Planning Committee, the Scrutiny Committee and the Health Committee.

With regard to Council, Scrutiny and Health Committee meetings not more than five people may speak at any one meeting and no persons may speak for longer than five minutes. These meetings can also consider petitions submitted in accordance with the Council's approved scheme, but will not receive representations, petitions or questions during the period between the calling of and the holding of any election or referendum.

### **Request to Participate at a Scrutiny Committee or Health Committee Meeting**

A person wishing to make representations or otherwise wish to speak at the Scrutiny Committee or Health Committee must submit such a request in writing to the Head of Democratic Services, for consideration.

The deadline for applications will be 5pm on the day prior to the dispatch of the agenda for the meeting at which their representations, requests or questions will be received. (The Chairman in exceptional circumstances may allow a speaker to speak on a specific agenda item for a Scrutiny Committee or Health Scrutiny Committee, no later than noon, one working day prior to the meeting).

Those submitting representations, requests or questions will be given a response at the meeting from the Chairman of the Committee, or other person acting as Chairman for the meeting.

### **Reason for Refusing a Request to Participate at a Scrutiny Committee or Health Committee Meeting**

- (i) if it is illegal, defamatory, scurrilous, frivolous or offensive;
- (ii) If it is factually inaccurate;
- (iii) If the issues to be raised would be considered 'exempt' information under the Council's Access to Information Procedure rules;
- (iv) if it refers to legal proceedings in which the Council is involved or is in contemplation;
- (v) if it relates directly to the provision of a service to an individual where the use of the Council's complaints procedure would be relevant; and
- (vi) if the deputation has a financial or commercial interest in the issue.