

DEPUTATIONS AT COMMITTEES OF THE COUNCIL

A. General Notes

1. The Council gives the following an opportunity to address members of any Committee of the Council at the meeting before members make their decision:-

- (a) Objectors
- (b) Supporters
- (c) County Councillors
- (d) Ward Councillors who are not members of the Committee.

For the purposes of these notes a Committee of the Council is one of the following meetings:

- (a) Scrutiny Board
- (b) Joint Human Resources Committee
- (c) Governance and Audit Committee

2. A deputation can only appear in connection with an item on the Agenda for a particular meeting.
3. The purpose of the deputations procedure is to allow deputees to address the Committee orally. Deputees will not therefore be able to put any documents or written material to the Committee at the meeting as there is no practical opportunity for members or officers to study this without delaying and disrupting the conduct of the meeting.
4. If there has been a deputation within six months of any previous appearance on the same or similar topic (irrespective of whether or not the member(s) of the deputation might be different) then no such new deputation will be received until that time limit has expired.

B Registering Your Intention to Speak

1. Notice of the wish to be received as a deputation must be given in writing or by email to the Democratic Services Team not later than 48 hours before the start of the meeting (other than when the meeting is on a Monday, when notice has to be in by the previous Thursday). Notices received after the deadline will not be accepted.
2. In all cases, the notice must briefly specify the subject on which the deputation wishes to speak and whether the deputation is in support or against the matter to be discussed.
3. Acknowledgement of the request for a deputation will be made whenever

practicable, but given the timescale at B1 above, this may not always be possible. You will be advised as soon as practicable whether or not the request to be received as a deputation has been agreed.

4. The address and telephone number of a depute will not be given to other deputees unless the Council has been given written permission to pass on these details.

C. About Deputations Generally

1. A deputation can consist of one but not more than two persons.
2. It is for the members of a deputation to decide who will address the meeting. Where it is two persons, both may speak if they wish.

D Time limits

1. Subject to D4 below a total of five minutes per matter/application will be allocated to hear the views of all objectors, five minutes for County Councillors and five minutes for supporters.
2. If there is more than one deputation wishing to appear on a specific matter, the total amount of time allowed for speaking remains five minutes. This means (*for example only*) that if there is one deputation in favour of a matter, this one may speak for five minutes, but if there are two wishing to speak against, those two would have to agree between themselves as to how they will divide up the five minutes in total that is available.
3. Clearly a point could be reached where there are a number of people wishing to make a deputation for or against a particular matter. Given that only five minutes is available to either side, the various deputations would wish to consider appointing no more than two spokespersons in order to make maximum use of the overall time available. As notification of a request to appear as a deputation can be left until 48 hours before a meeting (see A4 above), in all probability, the "pooling of resources" will have to be discussed and agreed on the day of the Committee.
4. There is no time limit for Councillors wishing to speak who are not members of the Committee.

E. Procedure

1. Ordinarily, all meetings except Cabinet meetings commence at 5 pm. Cabinet meetings start at 2pm. Meetings normally take place in the Hollybank Room ("the Meeting Room") at the Public Service Plaza, Civic Centre Road, Havant.
2. The Committee may, if it wishes, vary the order of business as published in the Agenda.
3. Accordingly, whilst every effort is made to be as helpful as possible, it is very difficult to give a precise indication to the members of a deputation as to the

time when the matter in which they have an interest will be reached. The Democratic Services Officer concerned (contact details are set out below) may be contacted on the day of the meeting in an effort to clarify the situation, but otherwise the members of a deputation are asked to be in attendance in the Meeting Room at the Public Service Plaza, Civic Centre Road, Havant at least fifteen minutes before the normal starting time (normally 4.45 pm).

A warning note - if the subject matter of a deputation has been debated and decided upon by the time a deputation arrives, it will not then be possible for the deputation to appear before the Committee.

4. If time permits prior to commencement of the meeting the deputee will be shown from where speeches will be made in the Meeting Room at the Public Service Plaza, Civic Centre Road, Havant and where to sit prior to and after delivery of the deputation.
5. Deputations are heard with the subject matter to which they relate. After all deputations for a subject matter have been heard, the Committee will make and announce their decision.
6. In cases where it is known beforehand that the views of the deputation accord with what the officers might be recommending and there are no deputations wishing to appear to put the contrary view, the Chairman will normally ask the members of the Committee if they oppose the officers' recommendation. If the members indicate that they will not speak against the officers' recommendation, the Chairman will ask the deputee if he or she still wishes to address the Committee. Please note that it is open to the Chairman concerned to decide to deal with the matter in any other way.
7. When the particular item is reached on which there may be a deputation or deputations, the order of business will normally be as follows:-

(a)	There will be a presentation by the Officer(s) concerned (if required), including questions by the Committee Members of the Officers.	No Time Limit
(b)	The deputation(s) opposing the matter to be discussed will be heard.	A total of 5 minutes is allocated for those objecting
(d)	The deputation supporting the matter to be discussed will be heard	A total of 5 minutes is allocated for those supporting
(c)	County Councillors	A total of 5 minutes is allocated for County Councillors
(e)	Members of the Committee, who have formed a conclusive view on an matter included in the agenda	A total of 5 minutes is allocated for those Members, who have formed a

conclusive view

- (f) Elected members of the Council who are not members of the Committee who have indicated in advance of the meeting that they wish to address the Committee
- (g) The matter will be debated, including any questions by the members of the Committee of the Officers, and a decision made.
8. The exception to 7 above would be where the matter is one where a resolution excluding the public during the debate has been passed. In such instances, only 7(b), 7(c), 7(d), 7(e) and 7(f) would take place in public, with officer's presentation and any debate taking place later in the meeting without the public being present.
9. The members of a deputation may, if they wish, remain in the public gallery until that matter is dealt with (provided it is not a confidential matter when both the press and the public are excluded).

STAFF TO CONTACT ON DEPUTATIONS

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| (3) Governance and Audit Committee | Nicholas Rogers | (023) 9244 6233
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