

## DEPUTATIONS AT COUNCIL MEETINGS

### A. General Notes

1. Deputations can appear before Council Meetings other than the meetings convened annually (1) for electing the Mayor and (2) to make appointments to the Cabinet, committees and boards, and related appointments.
2. A deputation can only appear in connection with a matter which relates to a function of the Council.
3. A deputation to a Council meeting may only be made by Local Government electors for the Borough of Havant who represent groups or organisations working or represented locally which are recognised as such by the Council.
4. ***The purpose of the deputations procedure is to allow deputees to address the Council orally. Deputees will not therefore be able to put any documents or written material to the Council 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.***
5. 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. If a deputation appears before any one of the meetings open to deputations as listed at paragraph 6 below, that deputation will not be permitted to appear before a Council Meeting on the same or similar subjects until a period of six months has elapsed since the first appearance before any one of following meetings:
  - a Council Meeting
  - the Cabinet
  - a Scrutiny Board
  - a Governance and Audit Committee
  - a Development Management Committee
  - a Licensing Committee
  - a Joint Human Resources Committee
  - a West of Waterlooville Major Development Area (MDA) Joint Planning Committee

### 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 Leader by no later than the Thursday of the week before publication of the Council Summons takes place.

2. In all cases, the notice must briefly specify the subject or the function on which the deputation wishes to speak.
3. You will be advised as soon as practicable whether or not the request to be received as a deputation has been agreed.

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.
3. There is a limit on the total time allocated for deputations at any one meeting. Currently, this is thirty minutes. No questions are allowed to be asked of the deputation.
4. No deputation may address the Council for more than five minutes.

D. Procedure

1. Ordinarily, all meetings commence at 5 pm. All meetings take place in the Hurstwood Room
2. It is the intention and wish of members that deputations be heard as soon as possible after commencement of the meeting,

*HOWEVER*, all meetings may, if they wish, vary the order of their business so that deputations (and any consequent debate on the subject matter) can be taken earlier in the order of business.

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 Team Leader (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 public gallery in the Council Chamber at least fifteen minutes before the normal starting time (normally 4.45 pm).

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

6. The deputation will be shown from where speeches will be made in the Council Chamber and where to sit prior to and after delivery of the deputation.
7. All deputations are heard in succession. The subject matter (if the deputation is in respect of something actually before the Council) will be debated much later in the meeting.

8. The members of a deputation may, if they wish, remain in the public gallery until that matter (if the deputation is in respect of something actually before the Council) 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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