

HAVANT BOROUGH COUNCIL

Licensing Committee

ADOPTION OF DEPUTATION PROCEDURE

Report by the Democratic Services Officer

1.0 PURPOSE OF REPORT

1.1 To consider the adoption of a deputation procedure.

2.0 RECOMMENDATION

(a) that the deputation procedure attached at Appendix A be adopted;

3.0 SUMMARY

3.1 The Constitution adopted by the Council on 8 May 2013 does not include a provision for Committees, Boards or the Cabinet to receive deputations and it is up to each individual Committee, Board or Cabinet to adopt its own deputation procedure. A new deputation procedure is attached at Appendix A.

3.2 The new procedure seeks to make the process more transparent and to improve areas where the procedure restricted the Committee and deputees. The main changes to the procedure are:

(a) the provision that deputations may not normally be heard before 6pm has been removed. This will give the Committee greater flexibility when determining the order of business at the meeting;

(b) an allocated 5 minute deputation period has been created for County Councillors. Currently if a County Councillor wishes to address the Committee he or she must share the time allocated to objectors or supporters; and

4.0 IMPLICATIONS

4.1 **Resources:** Not Applicable

4.2 **Legal:** No specific Issues

4.3 **Strategy:** The Statement of Community Involvement (SCI) sets out how and when the community can get involved in these processes and includes a provision that individuals and applicants have an opportunity to address the Committee when a decision is to be made by the Committee.

- 4.4 **Risks:** Not Applicable
- 4.5 **Communications:** Not Applicable
- 4.6 **For the Community:** None directly from this report
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** Not Applicable

Appendices: Appendix A – Deputation Procedure

Background papers: None

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