

## **Section 14**

### **Public Speaking Protocol**

#### **1. Where the Protocol applies**

This Protocol applies to meetings of:-

- Council
- Cabinet Executive

This Protocol does not apply to Scrutiny Commission/Scrutiny bodies but see Scrutiny Procedure Rule 18.

There is a separate Protocol for the Development Control Committee. That Protocol is contained in the Development Control Procedure Rules.

#### **2. Who may use the Protocol (The Protocol User)**

- Members of the public
- Elected Members of the Council including those who have a prejudicial interest in the business as defined in the Code of Conduct
- Independent and Parish/Town Council Members of Standards Committee

#### **3. Notice to be given**

Any requests for public speaking should be made in writing and sent to the Democratic Services Manager no later than 3 days before the start of the relevant meeting.

The request must specify which Agenda item the user wants to speak to.

#### **4. How requests will be dealt with**

All requests for public speaking received before the deadline will be considered under Section 3 of the Agenda (Questions from the Public & Presentation of Petitions) for any Ordinary Meeting of Council.

## **5. The order in which requests will be dealt with and when**

The Democratic Services Manager will report whether there has been any requests received, and if so, the order in which they are to be presented (requests from Councillors will be dealt with first).

## **6. Time allowed**

Public speaking time is a maximum of fifteen minutes, unless extended at the discretion of the Chairman. Subject to this, a maximum of three minutes is allotted to each person, unless extended at the discretion of the Chairman.

The time allotted may be terminated

- when issues/points irrelevant to the business are raised
- when use of the Protocol has been abused

## **7. What is allowed under the Protocol**

- making representations
- answering questions
- giving evidence

The above must be relevant to the business (the Agenda Item concerned).

## **8. What is not allowed under the Protocol**

- asking questions of Council/Cabinet/Scrutiny Commission/Scrutiny Bodies or Members
- participating in the debate (including asking or answering questions during the debate).