

12. DEPUTATIONS³

Deputations are the means by which citizens may bring matters of concern before the Council. Deputations may be brought under these Standing Orders, to the Council, Committees, Boards, Task and Finish Groups and Sub-Committees. Deputations to the Cabinet are allowed under the Cabinet Procedure Rules.

- (1) This Standing Order applies to deputations to the full Council where citizens wish to address the full Council and deputations where citizens wish to address a Committee, Board, Task and Finish Group or Sub-Committee.
- (2) No such deputation shall be heard by the Council unless the hearing of it has been agreed by the Council itself or the relevant Committee or Board. The meeting may agree to hear the deputation at the meeting at which the request to be heard is considered (any Member may move by notice of motion duly given in accordance with Standing Order No.7 that any deputation shall be heard). There shall be no right for a deputation to be heard in private.
- (3) Deputations wishing to be heard shall send to the Chief Executive by 12 noon on the day before the meeting their desire to attend, a notice in writing stating the nature and object of the application or representation proposed to be made.
- (4) Deputations shall be permitted to address the Planning Committee or any of its Sub-Committees in respect of any Planning Application at the discretion of the Committee or Sub-Committee and in accordance with any procedure approved for that purpose;
- (5) Deputations may not request that a decision taken by the Planning Committee or any of its Sub-Committees in respect of any Planning Application be reopened.
- (6) The Chief Executive shall give notice of the deputation to Members attending a meeting at which the deputation is to be heard.
- (7) Any deputation must be introduced by a Member of the Council. No Member of the Council shall introduce more than one deputation. Speeches of the deputation and of the Member of the Council introducing them shall be limited to four minutes each.
- (8) Unless the meeting decides otherwise not more than one Member of a deputation shall be allowed to address the Council or the relevant Committee or Board. Their remarks must be strictly relevant to the subject matter contained in the notice or memorial.
- (9) An individual or organisation may address the Council or the appropriate Committee or Board, Task and Finish Group or Sub-Committee about a particular item on one occasion only unless there has been a material change in circumstances since the first occasion; and may address the full Council only if

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the right to address the relevant Committee or Board or Sub-Committee has not been exercised.

- (10) Unless the Council agree by a vote without discussion that it would be expedient to consider the subject matter of the deputation at the meeting at which it is heard, the representations therein shall stand referred without discussion to the appropriate Committee or Board of the Council for consideration and report to the next meeting of the Council.
- (11) There shall be a time limit of 30 minutes within which the Council shall deal with both deputations under this Standing Order **and** questions under Standing Order No.9. At the expiry of the time limit the Mayor shall notwithstanding that any questions or deputations remain move to the next business of the Council provided that such deputations shall be automatically referred to the relevant Overview and Scrutiny Board for consideration.
- (12) The Council or any Committee or Sub-Committee exercising powers to determine planning applications under town and country planning legislation may permit any person to address the meeting to make representations subject to such conditions as they shall decide.

12A PRESENTATION OF PETITIONS BY MEMBERS OF THE PUBLIC AT COUNCIL MEETINGS

(1) Subject to sub-paragraph (3), a member of the public may present a qualifying petition and speak for a maximum of five minutes.

(2) Subject to sub-paragraph (3), a member of the public may ask a member to present a qualifying petition on their behalf.

(3) A qualifying petition is a petition within the meaning of paragraphs 5, 6, 7, 9 and 12 of the Council's Petitions Scheme, notice of which has been given at least ten days before the day of the Council meeting.

12B Debate on petition

(1) A qualifying petition with signatures meeting the threshold set out in paragraph 19 of the Council's Petitions Scheme will automatically trigger a debate of the Council, except where the petition is asking for a senior council officer to give evidence at a public meeting.

(2) A petition meeting the criteria set out in sub-paragraph (1) may be debated at the meeting at which it is presented, or at a later meeting.

(3) There shall be a guillotine on the debate of a petition of 15 minutes, after which the vote will be put, unless the Mayor at his or her discretion extends the debate.

(4) The Council shall decide how to respond to the petition and shall decide either: