

APPENDIX A

PUBLIC REPRESENTATIONS AT FULL COUNCIL MEETINGS

1. How the Scheme will Operate

- 1.1. Members of the public may submit representations at meetings of the Full Council on any business specified in the agenda for the meeting, subject to the General Principles in paragraph 3 below.
- 1.2. Representations must be in writing and should not exceed one A4 page of legible handwriting or print in font size 12.
- 1.3. Persons wishing to submit written representations must arrive no later than 15 minutes before the start of the meeting and provide their written representations to the Democratic Services Officer indicating their name and the item on the agenda to which their representations refers. The Chairman of the Council will read out each representation received at the beginning of the relevant item on the agenda. Statements will be read out in the order in which they are received.
- 1.4. Normally up to three statements per item will be permitted.

2. General Principles Governing All Public Participation

- 2.1. Representations are not permitted on:-
 - Any matter relating to a planning decision (as representations on planning applications are permitted at Planning Committee under a separate public participation scheme).
 - Any matter relating to an alcohol, gambling or sex establishment licensing decision (as separate procedures apply for representations at public hearings conducted by Licensing Committee or its sub committees).
 - Any matter relating to the competence or performance of a councillor or officer.
 - Any matter relating to an individual or an entity where that individual or entity has a right of recourse or right of appeal conferred by or under any enactment.
 - Complaints about the conduct of a councillor. (A separate procedure applies for dealing with complaints against councillors)
 - Matters which are "confidential" or "exempt" business.

3. Authority of the Chairman

- 3.1. The Chairman will have the right to decline to read out any representations which he/she considers to be defamatory, improper or outside the responsibilities of the Council.
- 3.2. The Chairman may vary or suspend the operation of this procedure in advance of or during the meeting, if he/she considers:-
 - that it is necessary to do so for the purpose of maintaining order at the meeting; or
 - that it is convenient and conducive to the despatch of business to do so.

NOTE

This procedure does not permit questions to be asked as there is a separate scheme in the Constitution for public questions.