

## **PUBLIC SPEAKING/WRITTEN REPRESENTATIONS - PROTOCOL**

### **(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)**

#### **1.0 Public Speaking**

- 1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.2 A Parish Council Representative may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.

#### **2.0 Written Representations**

- 2.1 Residents of West Lancashire may submit written representations, which will be considered by the relevant body if the Resident is unable to attend for any reason.
- 2.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

#### **3.0 Deadline for submission**

- 3.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) or by sending to:

Member Services  
West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

- 3.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident (and representative) and details of the issue to be raised will be published.

- 3.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

#### **4.0 Scope**

- 4.1 Any matters raised must be relevant to an item on the agenda for the meeting.
- 4.2 The Legal and Democratic Services Manager may reject a submission if it:
- (i) is defamatory, frivolous or offensive;
  - (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
  - (iii) discloses or requires the disclosure of confidential or exempt information.

#### **5.0 Number of items**

- 5.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 5.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, Member Services will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
- a. The order in which forms were received.
  - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
  - c. Whether a request has been submitted in relation to the same issue.

No amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

- 5.3 All submissions received will be published on the Council's website and circulated to Members of the relevant body and officers for consideration.

#### **6.0 At the Meeting**

- 6.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite the speakers to make their representations. Speakers will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 6.2 Members may discuss what the speaker/s have said along with any other information/representations submitted under the protocol, when all public speakers on that item have finished and will then make a decision. Speakers

should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.

- 6.3 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them, including a Parish or Borough Councillor representative. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 6.4 A Borough Councillor is able to speak on behalf of a resident (without the need for the resident to be in attendance), if requested to do so. However, that Councillor must not be a member of the body considering the item.
- 6.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)



## REQUEST FOR PUBLIC SPEAKING/REPRESENTATIONS AT MEETINGS

**MEETING & DATE** .....

**NAME** .....

**ADDRESS** .....

Post Code .....

**PHONE** .....

**Email** .....

Please indicate if you will be in attendance at the meeting

<p><b>YES/NO*</b></p> <p>*delete as applicable</p>
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Please indicate if someone will be speaking on your behalf at the meeting.

<p><b>YES/NO*</b></p> <p>*delete as applicable</p>
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If someone is speaking on your behalf please provide their correct details:

**NAME** .....

**PHONE** .....

**Email** .....

Note: This page will not be published.

(P.T.O.)

