



CABINET: 7 NOVEMBER 2017

COUNCIL: 13 DECEMBER 2017

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**Report of: Borough Solicitor**

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Mrs J Denning (Extn. 5384)  
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**SUBJECT: PUBLIC INVOLVEMENT AT MEETINGS – REVISED PROTOCOL**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To consider proposed revisions to the protocol for public speaking at meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee and other related matters raised at the Public Involvement at Meetings Working Group.

## **2.0 RECOMMENDATIONS TO CABINET**

2.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the attached report (Appendix A), be endorsed and submitted to Council on 13 December 2017 for approval.

2.2 That it be noted that a regular press release will be produced highlighting public speaking timescales.

## **3.0 RECOMMENDATIONS TO COUNCIL**

3.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the attached report (Appendix A), be approved, taking into consideration the comments of the Corporate and Environmental Overview & Scrutiny Committee (Appendix 3) and Cabinet (Appendix 4).

3.2 That Section 14.1 of the Constitution be updated accordingly and published on the Council's website.

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#### **4.0 BACKGROUND & CURRENT POSITION**

- 4.1 At its meeting on 12 October 2017 the Corporate and Environmental Overview & Scrutiny Committee considered the attached report (Appendix A), which sets out proposed revisions to the protocol for public speaking at meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee and other related matters raised at the Public Involvement at Meetings Working Group. Revised recommendations were circulated at the meeting. (Appendix B).
- 4.2 A copy of the minute of the Committee, which concludes the work of the Working Group, is attached at Appendix C.

#### **5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

- 5.1 The provision of public involvement in meetings provides another method to enable local people to raise concerns or state their views to the Council providing an additional feedback mechanism for the community and improving access for all.

#### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 6.1 There are no financial or resource implications arising from this report as the revised protocol can be accommodated within existing resources.

#### **7.0 RISK ASSESSMENT**

- 7.1 The report provides an opportunity to further develop transparency and openness through public involvement at meetings.

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#### **Background Documents**

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this Report.

#### **Equality Impact Assessment**

There is a direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as Appendix 1 to the attached report, the results of which have been taken into account in the Recommendations contained within this report

#### **Appendices**

- A. Report of the Borough Solicitor to 12 October 2017 Corporate and Environmental Overview & Scrutiny Committee, with appendices.
- B. Recommendations as updated for Corporate and Environmental Overview and Scrutiny Committee.