

Appendix 2

Protocol for Deputations

1. Every request for a deputation in relation to an item of business on an agenda to be heard shall be made in writing stating the subject on which the deputation ~~wish to be heard~~relates, and the action (if any) which it is proposed that the Council should take. The written request should detail the purpose of the deputation i.e. views on the proposals in an officer report that is before the Council or Committee, highlighting any concerns, benefits or additional material information which is not already before the Council or Committee, and the action (if any) which is proposed that the Council should take.
2. Requests must be submitted to the ~~Strategic Lead – Head of~~ Legal and Governance ~~Services~~ (via Democratic Services – committee@pkc.gov.uk at least three clear working days prior to the date of the meeting at which the subject will be considered. Late requests may be considered at the discretion of the relevant Convener in consultation with the ~~Head of~~ Strategic Lead - Legal and Governance ~~Services~~.
32. In respect of the Planning and ~~Development Management~~ Placemaking Committee ~~and the Licensing Committee,~~ the ~~Head of~~ Strategic Lead - Legal and Governance ~~Services~~ will notify the other parties of the request to be heard, and of their right to also make a request to be heard by the Committee, all in accordance with ~~paragraphs 7, 8 and 9 of~~ this protocol. This request shall be made in writing to the ~~Head of~~ Strategic Lead - Legal and Governance ~~Services~~ (via Democratic Services – committee@pkc.gov.uk) no later than 12 noon on the working day prior to the meeting at which the subject will be considered.
43. In respect of the Planning and ~~Development~~ Placemaking Committee, where a request for a deputation relates to an application for planning permission which has been deferred at an earlier meeting of the Committee, and in respect of which a deputation has already been heard, no further requests for deputations ~~will be permissible~~ can be agreed.
54. If appropriate, the request shall be submitted to ~~that the relevant~~ Committee or the Council and the Committee or the Council may, if it so resolves, hear the deputation.
65. ~~If the subject of the request for a deputation is one on which a Committee has already taken a decision under its delegated powers, the Council shall not hear the deputation.~~ Deputations will be permitted to speak for five minutes. Deputations forming more than one person will be permitted to speak for a combined total of ten minutes. At the discretion of the Convener, the total permitted time for deputations in relation to an item of business may be limited as deemed appropriate and guided by the volume of business on the agenda. Joint deputations should not repeat points or themes already covered.

~~76. In the event that a request for a deputation relating to a decision of a Committee upon which a final decision requires to be taken by the Council, is received after the date of the meeting of the Committee to which it relates, but prior to the meeting of the Council at which the minutes of that meeting are to be considered, the Council may:-~~

~~(a) defer consideration of the part of the minute relating to the subject of the request until such time as the deputation has been heard by the appropriate Committee; or~~

~~(b) dispose of that part of the minute with or without hearing the deputation.~~
Should multiple deputation requests be received in relation to an item of business, it will be at the discretion of the relevant Convener to request that speakers be asked to combine with others seeking the same proposed outcome, and present a joint deputation, to be coordinated by Clerk.

Formatted: Indent: Left: 0 cm, Hanging: 1.25 cm, Tab stops: 2.5 cm, Left

~~7. No deputation consisting of more than ten persons shall be received.~~

~~8. No more than two members of any deputation shall be permitted to address the Council and may speak for no more than ten minutes each.~~

89. Any member of the Committee or the Council may put any relevant question to the deputation but shall not express any opinion on the subject until the deputation has withdrawn. The Convener will allow a reasonable time period for questions from members. No debate or discussion on the subject shall take place until the relevant item of business is reached on the agenda.

940. Members of the public can circulate written information to any elected member at any point in time by obtaining their email address from the Council website www.pkc.gov.uk. Prior to any Council or Committee meeting, if a request is made to the relevant Convener/Vice-Convener or ~~Head of Strategic Lead -~~ Legal and Governance ~~Services~~ to circulate relevant written information to members of a committee prior to the consideration of a particular item of business on the agenda, then this will be circulated by the ~~Head of Strategic Lead -~~ Legal and Governance ~~Services~~, if received in sufficient time prior to the meeting.

Formatted: Indent: Left: 0 cm, Tab stops: 2.5 cm, Left

Deputations are verbal only and any visual or written information should be circulated to members of the Committee by obtaining their email address from the Council website. It is not permissible for members of the public to display visual information on the day of the Committee.

Any request from a member of the public to have a written statement read out at a committee meeting will be treated the same as a deputation request in line with the above procedures. If permitted, the statement will be read by the Clerk.