Annex 4.3 – Protocol for Non-Committee Members Speaking at Committees

1. Introduction

1.1. Rights for non-committee members to attend and speak at meetings are set out below. The rules of procedure for committees, also known as 'standing orders', are located in the Constitution (Appendix 5).

1.2. This protocol does not apply to Licensing Sub-Committees and Standards Hearing Sub-Committee and Planning Committee, which have specific protocols. Any member of the council may attend the meetings of all other committees and advisory panels as an observer and may speak if permission is given by the Chair. Permission to speak will not normally be refused by the Chair.

2. Procedure

2.1. Before the meeting

i. Attendance only: All non-committee members wishing to be present at a committee, sub-committee or advisory panel meeting are requested to inform the Chair (with a cc to Democratic Services) prior to the meeting.

ii. To speak: All non-committee members wishing to speak at a committee, sub-committee or advisory panel meeting, must inform the Chair - with a cc to Democratic Services - that they wish to speak at a meeting, and identify the agenda item on which they wish to speak. This notification must be made by noon on the day before the meeting. The right to speak will be to express an opinion on the contents of a report on the agenda.

2.2. At the meeting

i. The Chair will inform the Committee if a non-committee member has requested to speak, and on which agenda items, and outline the procedure that will be followed.

ii. The Chair of the meeting has discretion regarding the arrangements for non-committee members speaking. The Chair will determine the point in committee debate when the councillor may speak. Arrangements agreed by the Chair should be consistently applied throughout the meeting.

iii. It will not be permissible to ask questions of officers or of the Committee at the meeting.