

Glenfield Parish Council

Public Speaking Protocol

1. Where the Protocol applies

This Protocol applies to meetings of:-

- a. Full Council
- b. Committee Meetings

2. Who may use the Protocol (The Protocol User)

- a. Members of the public
- b. Members of the Council who have a prejudicial interest in the business as defined in the Code of Conduct

3. Notice to be given

Use of the Protocol is subject to the Protocol User making a written request addressed to the Clerk to the Parish Council and received by that Officer no later than two working days before the scheduled time for the commencement of the relevant meeting. The written request must specify the item of business on the agenda in respect of which public speaking is sought.

4. How requests will be dealt with

Every relevant agenda will have a standing item of business entitled (and with the following text).

- a. Public Speaking Protocol.

Requests received by the Protocol deadline to be reported by the Clerk to the Parish Council with details of the agenda item to which they relate.

(Such persons entitled to use the Protocol attend for the purpose of making representations, answering questions or giving evidence relating to the business of the meeting and the time allocated to each person is a maximum of three minutes unless extended at the discretion of the Chairman).

5. The order in which requests will be dealt with and when

Requests will be dealt with at the time of the relevant agenda item in order of receipt, subject to

- a. Requests from councillor being dealt with first (as councillors with a prejudicial interest in the business may only attend for that business when making their representations, answering questions or giving evidence relating to the business)

6. Time allowed

Public speaking time is a maximum of fifteen minutes, unless extended at the discretion of the Chairman. Subject to this, a maximum of three minutes is allotted to each person, unless extended at the discretion of the Chairman.

The time allotted may be terminated

- a. when issues/points irrelevant to the business are raised
- b. when use of the Protocol has been abused

7. What is allowed under the Protocol

- a. making representations
- b. answering questions
- c. giving evidence

The above must be relevant to the business (the agenda item concerned).

8. What is not allowed under the Protocol

- a. asking questions of Council or Members
- b. participating in the debate (including asking or answering questions during the debate).