

## APPENDIX 1

[the words recommended for deletion are shown struck through and the words recommended for addition or insertion are shown in italics and underlined]

### **PART E.8 – COUNCIL STANDING ORDERS (PROCEDURE RULES)**

#### **EXTRACT RELATING TO DEPUTATIONS AND PETITIONS AT COUNCIL MEETINGS (starts on page 9 of the June 2005 update)**

#### **11. DEPUTATIONS AND PETITIONS**

##### **A. Deputations**

1. ~~A deputation wishing to be received at a meeting of the Council must give the Chief Executive notice in writing to be~~ *A deputation may only be received by the Council if a requisition, signed by not less than 10 residents of the Borough, is sent to the Head of Member Services. It must be received by 10.a.m. on such day as shall leave at least five clear days before the meeting (e.g. Friday for a meeting on the Monday 10 days later). The signatories of the requisition* ~~deputation~~ must also send with *it a* ~~the written notice, a~~ statement of their purpose. This must relate to a local government matter concerning the Borough.
2. ~~The Council~~ *Mayor shall decide, when the requisition is received,* whether or not to receive the deputation ~~or~~ *and* whether or not to refer it to an appropriate committee, sub-committee, or other body *having regard to the relevant terms of reference. A deputation will not, normally, be received if a deputation on substantially the same matter has been received by any Council body within the last 6 months.*
3. *If the Mayor decides that a deputation shall be received but shall be referred to another body, this will be announced at the next available meeting of the Council without debate. If the Mayor decides that a deputation shall not be received this will be reported to the Council for noting. Deputations will usually be referred to the appropriate decision taking body and will normally only be heard*

at full Council when the issue is already on the agenda having been referred there by the decision taking body.

4. A deputation shall not exceed six people. Only one member of the deputation may address the Council meeting but any member of the deputation may reply to questions from Council Members.
5. The total time allowed to a deputation shall normally be a maximum of five minutes to address the Council and five minutes for questions from Members, unless the meeting approves some other limit.

## **B. Petitions**

1. ~~Any person(s) wishing to present a petition at a meeting of the Council must give notice in writing to the Chief Executive to be~~ A petition may only be received by the Council if it is signed by not less than 10 residents of the Borough. Written notice must be sent to the Head of Member Services and must be received by 10.a.m. on such day as shall leave at least five clear days before the meeting (e.g. Friday for a meeting on the Monday 10 days later). The petitioners must also send, with the notice, a statement of the terms of the petition. This must relate to a local government matter concerning the Borough.
2. ~~The Council~~ Mayor shall decide, when the petition is received, whether or not to receive the petition or whether or not to refer it to an appropriate committee, sub-committee, panel or other body having regard to the relevant terms of reference. A petition will not, normally, be received if a petition on substantially the same matter has been received by any Council body within the last 6 months.
3. If the Mayor decides that a petition shall be received but shall be referred to another body, this will be announced at the next available meeting of the Council without debate. If the Mayor decides that a petition shall not be received this will be reported to the Council for noting. Petitions will usually be referred to the appropriate decision taking body and will normally only be heard at full Council when the issue is already on the agenda having been referred there by the decision taking body
4. A petition shall be presented by not more than two persons who shall not address the Council but may reply to questions from

members of the Council. (The Mayor may ask the Chief Executive or his/her representative to read or summarise briefly the substance of the petition.)

**C. Children and Young Persons**

1. If necessary, in the case of a deputation or petition submitted wholly or mainly by children or young persons below 18, the Head of Member Services shall nominate an officer to assist. Paragraph A2 or B2 above, as appropriate, shall then apply.

**EXTRACT RELATING TO DEPUTATIONS AND PETITIONS AT COMMITTEE MEETINGS ETC.  
(starts on page 27 of the June 2005 update)**

**37. DEPUTATIONS AND PETITIONS**

**A. Deputations**

1. A deputation ~~wishing to~~ may only be received at a meeting of a committee, sub-committee or other body if a requisition signed by not less than 10 residents of the Borough, is sent to the Head of Member Services. It must give to be received the Head of Members and Democratic Services notice in writing leaving by 10. a.m. on such day as shall leave at least five clear days before the meeting. The ~~deputation~~ signatories of the requisition must also send with it a ~~the~~ written notice, a statement of their purpose. This must relate to a matter concerning the body's Terms of Reference.
2. The Chair of the body shall decide, when the requisition is received, whether or not to receive the deputation, ~~or~~ and whether or not to refer it to another Committee, sub committee or other body having regard to the relevant terms of reference. A deputation will not, normally, be received if a deputation on substantially the same

matter has been received by any Council body within the last 6 months.

3. A deputation shall not exceed six people. Only one member of the deputation may address the meeting but any member of the deputation may reply to questions from Members.
4. The total time allowed to a deputation shall normally be a maximum of five minutes to address the meeting and five minutes for questions from Members, unless the meeting approves some other limit.

#### **B. Petitions**

1. ~~Any person(s) wishing to present a petition at a meeting of A~~ petition may only be received by a committee, sub-committee or other body if it is signed by not less than 10 residents of the Borough. Written notice must be sent to ~~must give to~~ the Head of Members and Democratic Services notice in writing leaving and must be received by 10. a.m. on such day as shall leave at least five clear days before the meeting. The petitioners must also send, with the notice, a statement of the terms of the petition. This must relate to the body's Terms of Reference.
2. The Chair of the body shall decide, when the petition is received, whether or not to receive the petition or whether or not to refer it to another committee, sub-committee, or other body having regard to the relevant terms of reference. A petition will not, normally, be received if a petition on substantially the same matter has been received by any Council body within the last 6 months.
3. A petition shall be presented by not more than two persons who shall not address the meeting, but may reply to questions from members of the body. (The Chair may ask the Head of ~~Democratic Member~~ Services or his/her representative to read or summarise briefly the substance of the petition.)

#### **C. Children and Young Persons**

1. If necessary, in the case of a deputation or petition submitted wholly or mainly by children or young persons below 18, the Head of Member Services

shall nominate an officer to assist. Paragraph A2 or B2 above, as appropriate, shall then apply.

**EXTRACT RELATING TO WEBCASTING AT COUNCIL OR COMMITTEE MEETINGS  
(starts on page 39 of the June 2005 update)**

**58. WEBCASTING OR BROADCASTING OF MEETINGS**

The Mayor, or the Chair of any subordinate body, shall have regard to any Protocol on Webcasting in force when deciding whether to permit the filming, or any other form of recording or broadcasting, of meetings. This rule does not affect the duty to keep a permanent sound recording of hearings under the Licensing Act 2003 (Hearings) Regulations 2005 (S.I. no. 44)