



Public Involvement in Stratford-on-Avon District Council Meetings



Public involvement at meetings of the Full Council

Q. Can I address meetings of the Full Council?

- A. Yes, members of the public can **ask questions** of members of The Cabinet /Committee Chairman at ordinary meetings of the Council at a specified point in the proceedings, subject to the following:
- A question can only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive (Head of Paid Service) david.buckland@stratford-dc.gov.uk no later than midday two clear working days before the day of the meeting*.
 - Each question must give the name and address of the questioner and must name the member of the Council to whom it is to be put;
 - No person may submit more than two questions at any one meeting and no more than two such questions may be asked on behalf of one organisation;
 - You may ask a supplementary question but this must arise out of the original question or reply; and,
 - Unless the Chairman decides otherwise no discussion will take place on any question. However, a Councillor may propose that a matter raised by a question should be referred to The Cabinet or an appropriate Committee or Sub-Committee. Once submitted the proposal will be voted on without discussion.

Q. How long will I be able to speak for?

- A. There is a time limit of three minutes for each questioner, with no more than a total of fifteen minutes for this purpose. Questions will be asked in the order that they were received, except that the Chairman may group together similar questions.

*** Note - What does “clear working days” mean?**

A clear working day is one where the Council offices are open to the public and excludes the date when the notice is given and the day of the meeting.

So if a meeting takes place on a Monday and assuming two clear days notice is required, then the last time for notice to be given will be 12 noon on the previous Wednesday.

Q. Can I address extraordinary meetings of the Council?

- A. Yes, members of the public may make **oral representations** at extraordinary meetings of the Council, subject to the following:
- The speaker must provide notification to the Chief Executive (Head of Paid Service), no less than three clear working days* before the meeting in writing or by electronic email david.buckland@stratford-dc.gov.uk; and,
 - Representations are limited to the item(s) on the Agenda for which the meeting has been called.

Q. How long will I be able to speak for?

- A. A maximum of three minutes is allowed for each speaker and a maximum of 15 minutes is allowed for all representations.

Public Involvement at meetings of The Cabinet

Q. Can I address The Cabinet?

- A. Yes members of the public can address The Cabinet:
- on matters contained within the Agenda if notice has been given by delivering it in writing or by electronic mail to the Chief Executive (Head of Paid Service) david.buckland@stratford-dc.gov.uk no later than midday two clear working days* before the day of the meeting and giving the name and address of the speaker.

Q. How long will I be able to speak for?

- A. There is a time limit of three minutes for each speaker. If more than one person wishes to address The Cabinet on one particular item, a maximum of five minutes is allowed in total. Members of the public are encouraged to nominate a spokesperson if they consider that they would not have an adequate amount of time to express their points.

Public Involvement at Committee meetings

Q. Can I address other meetings of the Council?

- A. Yes, the procedure rules are the same as asking a question at Council meetings overleaf. For Planning Committee meetings there is a separate procedure and this can be viewed at <https://democracy.stratford.gov.uk/documents/s39087/Public%20Involvement%20in%20Planning%20Committees.pdf>

General

Q. What type of questions/statements may be rejected by the Executive Director (Head of Paid Service)?

- A. Questions that....
- Are not about a matter for which the Council has a responsibility;
 - Are defamatory, frivolous or offensive; and
 - Are substantially the same as a question which has been put at a meeting of the Council in the past six months or requires the disclosure of confidential or exempt information.

This information is taken from the Council's Constitution which is available on our website www.stratford.gov.uk

For further information, or if you find the text in this leaflet difficult to read, please telephone 01789 260245 as we may be able to supply it in a format better suited to your needs.



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