

Forest Heath District Council (Extract from) Committee Procedure Rules

(Proposed new Section 11 – amended wording is set out in ***bold, underline and italics*** below)

11. Public speaking

- 11.1 Members of the public who live or work in the District are welcome to speak at any open meeting of a committee or sub-committee. They may ask a question or make a statement on any item on the agenda for that meeting.
- 11.2 A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 01284 757120/01638 719363 or in person by telling the Committee Administrator present at the meeting.
- 11.3 The Service Manager (Democratic Services and Elections) in respect of any question notified before the meeting, or the Chairman, in respect of any question notified at the meeting, may reject a question if it:-
- (a) is not about a matter for which the Council has a responsibility or which affects the District;
 - (b) is defamatory, frivolous or offensive;
 - (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - (d) requires the disclosure of confidential or exempt information.
- 11.4 There will be an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion. Speakers will be called in the order in which they gave notice. Each person may ask one question or make one statement and will be allowed up to three minutes. If the question can be answered orally at the meeting it will be, and the question and answer will be summarised in the minutes. Questions that cannot be answered immediately will be answered in writing to the questioner, distributed to all members of the committee or sub-committee and published on the Council's website. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply which may be answered orally or in writing as above.

11.5 These public speaking rules do not apply to meetings of the Development Control Committee, as the Committee has its own authority to determine from time to time, its own arrangements for public speaking on applications, and which matters are to be included within those arrangements (see Part 3 – Functions and Responsibilities; Section 2 – Responsibility for Council Functions;

A - Development Control; paragraph 4.2 and as set out in the 'Guide to Having a Say on Planning Applications').

11.6 These public speaking rules do not apply to meetings of the Licensing and Regulatory Committee, when the Committee sits as a hearing, in which case the Hearing Procedure Rules will apply (see Part 3 – Functions and Responsibilities; Section 2 – Responsibility for Council Functions; B-Licensing; paragraph 4.1 and Appendix A)