

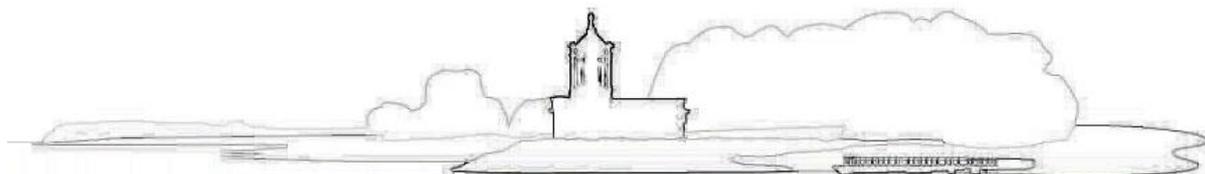
**Rutland**  
County Council

# **HOW TO HAVE YOUR SAY AT A COUNCIL MEETING**

**This leaflet explains what to do if you want to speak about an item at a council, committee or scrutiny panel meeting, submit a petition, present a deputation or ask a question at a meeting.**

Further information is available from:

Governance Team  
Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP  
Tel: (01572) 722577  
Email: [governance@rutland.gov.uk](mailto:governance@rutland.gov.uk)



# **ATTENDING COUNCIL MEETINGS**

You are welcome to attend all meetings of the Council, Cabinet, Scrutiny Panels and Committees which take place at the Council Offices, Catmose, Oakham, Rutland.

Meetings are usually held in the Council Chamber and the public gallery is clearly signed and fully accessible. Occasionally, if confidential or exempt information is to be considered, you might be asked to leave the meeting.

A programme of meetings is available at the Council Offices, on our web-site: [www.rutland.gov.uk](http://www.rutland.gov.uk) or on request from the Governance Team (details are on the front of this leaflet).

You can inspect agendas, reports and the Cabinet's Forward Plan of Key Decisions to find out when a particular topic which you might be interested in will be discussed by councillors and consider whether to express your views on the matter. If you wish to make your views known, there are a number of options open to you including contacting your Ward Councillor(s).

## **YOUR LOCAL COUNCILLOR(S)**

Your local councillor(s) will always be happy to hear your views on any issue which affects your local area or Rutland as a whole. You can contact your local councillor(s) prior to any meeting and ask him/her to highlight your views at the meeting.

Details of your local councillor(s) can be found on the Council's web-site [www.rutland.gov.uk](http://www.rutland.gov.uk) or by telephoning the Governance Team using the details on the front of this leaflet.

# EXPRESSING YOUR VIEWS AT A MEETING

The Council offers all members of the public the opportunity to submit a petition, deputation and/or written question to any of its meetings however, **there is no provision to speak at meetings of the Cabinet.**

If you wish to submit a petition, present a deputation or ask a question, you must first give written notification to the Governance Team ([governance@rutland.gov.uk](mailto:governance@rutland.gov.uk)) at the Council Offices. Requests to submit **Questions** and **petitions** should be submitted **no later than 4.30pm on the second working day before the meeting at which you wish to present it**, (eg for a meeting on a Monday this would be by 4.30pm on the preceding Thursday). **Deputation** requests should be submitted **no later than 12pm on the day of the meeting to which it relates (e.g. for a meeting on a meeting, by 12pm on the Monday).**

**NB: Special arrangements apply to the Planning and Licensing Committee (and for Planning Applications referred to Full Council) – please see the Council’s Public Speaking Scheme.**

## Presenting a Petition

Anyone who lives, works or studies in Rutland can create or sign a petition about a local issue and submit it to the council.

In brief a petition submitted to the council must include:

- A clear and concise statement covering the subject of the petition;
- This statement should be printed on each page of the petition
- The name, address, postcode and signature of each

supporter

- A minimum of 50 signatures of people who live, work or study in the Rutland area.

Full guidance for the submission of petitions can be found in the Council's [Petitions Guidance](#).

### **Presenting a Deputation (a group of people appointed to represent others) - other than Planning Applications**

You must indicate the subject matter to which the deputation relates, the number, names and addresses of the persons who will form the deputation and who will speak at the meeting. The text of the deputation should be provided to the clerk no later than 1 hour prior to the start of the meeting (2 copies are required). More detailed information can be found in the Council's Procedure Rules which are listed in the Further Information section of this document.

At the meeting:-

All remarks must relate to the subject matter of the deputation only.

The Chairman will allow a total of **5 minutes** for the presentation of a deputation.

Councillors may then ask questions of the members of the deputation for a further period of 5 minutes (a total of 10 minutes per deputation). These questions must be asked and answered without discussion.

### **Asking a Question**

You must indicate who will ask the question at the meeting and ensure that your written notification to the Governance Team includes the questioner's address.

At the meeting:-

Each question must be restricted to a single topic.

The total time allowed by the Chairman, for each questioner including the response will be **5 minutes**.

If the person who is to ask the question is not present at the meeting, the question will not be considered, unless the question was to be asked by a representative and s/he is absent, then the person who gave written notification may still ask the question.

After a question has received a reply, the questioner may ask one supplementary question for the purposes of clarifying the reply.

Every question will be asked and answered without discussion.

NB: There is no provision for asking questions at short notice at full Council meetings.

## **FURTHER INFORMATION**

Detailed information on submitting petitions, deputations or questions (PDQs) can be found in the Council's [Constitution](#), each meeting type has a set of Procedure Rules and those relating to PDQs are as follows:

Council	Procedure Rules 28 and 29
Committees	Procedure Rules 93 and 94
Cabinet	There is no provision for PDQs at Cabinet
Scrutiny Panels	Procedure Rules 216 and 217

If you have any queries relating to the information given in this leaflet, please contact the Governance Team – details are on the front of this leaflet.