

## **Public Questions, Petitions and Deputations**

### **Public Questions**

Anyone who lives or works in Brighton & Hove can ask a public question at a meeting of Full Council, Policy and Resources or any other Council Committee. To submit a public question, email the Head of Democratic Services ([mark.wall@brighton-hove.gov.uk](mailto:mark.wall@brighton-hove.gov.uk)) by midday on the fifth working day before the meeting that you want to consider your question.

### **Frequently Asked Questions**

*Q – Who can ask questions and at which meetings?*

A – Any member of the public can come along and ask a question at a meeting of:

Full Council;

The Cabinet;

A Cabinet Member Meeting;

A Committee of Cabinet;

A Council Committee; or

A Sub Committee

*Q – I want to ask a question what do I do next?*

A – Work out what you want to ask and make sure it comes to no more than 100 words. Also, it should only be one question and you must include your name and address.

*Q – Is there (a) a deadline and (b) who do I send my question to?*

A - The question must be delivered / sent to the Head of Democratic Services to arrive no later than midday on the fifth working day before the meeting at which you want to ask your question.

*Q – Are there any special points I need to know?*

A – Questions should be only one question; must be about something for which the council has responsibility and should not be substantially the same as a question which has already been asked in the last six months. Also, you must attend the meeting in person.

*Q – If I come along to a meeting and ask a question, do I get the chance to ask any follow up questions?*

A – You would have the opportunity to ask a supplementary question at the meeting if you wanted to.

*Q – How long is allowed for public questions?*

A – Fifteen minutes is allowed for all public questions at any meeting.

### **Petitions**

One of the easiest and most popular ways of engaging in the democratic process is to sign a petition.

A petition or an e-Petition is a quick and easy way to bring issues to the attention of our councillors and influence local decision making.

Petitions can be sent in the form of a paper petition and/or set up an e-petition. Paper petitions should be sent to Democratic Services, Brighton & Hove City Council, King's House, Grand Avenue, Hove, BN3 2LS at least 10 days before the meeting at which you would like the petition to be presented.

If you create an e-Petition you will be required to provide the council with basic personal information so that we can contact you about your e-Petition. The information will only be used for this purpose, although we may need to pass your details to the relevant department to enable them to respond to the issues you raise.

If you sign an e-Petition on this website, you will be required to provide us with basic personal information to enable us to verify the "signatures" collected are genuine. Your name (but no other details) will be published on the e-Petition website.

### **Deputations**

Anyone who lives or works in Brighton & Hove can submit a deputation to an ordinary meeting of Full Council. To submit a deputation, email the Head of Democratic Services ([mark.wall@brighton-hove.gov.uk](mailto:mark.wall@brighton-hove.gov.uk)) by midday on the fifth working day before the relevant meeting.

### **Frequently Asked Questions**

*Q. What is a Deputation?*

A. A Deputation is the name given to the means by which a group of people (up to six) can come along to a meeting and speak on a matter which they wish to be discussed and to which they wish to draw attention.

*Q. Who can make Deputations and at which meetings?*

A. A Deputation can be presented by members of the public (no more than six) at a meeting of:

- Full Council
- The Cabinet
- A Committee of the Cabinet
- A Cabinet Member Meeting
- A Council Committee

*Q. I want to send in a Deputation what do I do next?*

A. You must notify the Chief Executive in writing to arrive no later than midday on the fifth working day before the meeting at which you want to present your deputation. You will need to give details of:

- The subject you wish to speak about
- The names and addresses of the other people involved with the deputation (no more than 6)

- The name of the person who will present the Deputation.

**Note:** Once the Deputation has been received by the Chief Executives Office it will be put the next appropriate meeting. The person presenting the Deputation will be notified about this.

*Q. If I come along as part of a Deputation what will happen at the meeting?*

A. Once the person presenting the Deputation has done so, it will either be noted or a report on the matter will be requested.

*Q. How long is allowed at meetings for Deputations?*

A. Fifteen minutes is allowed for all Deputations at any meeting.

Full details of how to submit a deputation or a public question can be found in the Council's Constitution.