

**PART 3.2 PROCEDURE RULES FOR MEETINGS OF FULL COUNCIL,
COMMITTEES AND SUB-COMMITTEES**

Rule 9: Questions

Public Questions

Procedural Requirements

9.20 A public question shall be put at a Council meeting provided that:-

- (a) a copy of the question has been delivered to the office of the Chief Executive (see Procedure Rule 1.6) by not later than 12 noon on the fifth working day prior to the day of the Council meeting at which it is to be asked;
- (b) the name and address of the questioner is indicated on the question;
- (c) the questioner is present at the time when the question is put
- (d) the questioner is not presenting a petition or deputation on the same, or substantially the same, issue at the same meeting.

Rule 10: Petitions

Presentation and notice of Petitions

- 10.1 At a meeting of the Council any Member of the Council or a Member of the public may present a petition which is submitted in accordance with the Council's scheme for handling petitions (Part 8.10 of the Constitution).
- 10.2 The presentation of the petition shall be limited to not more than three minutes, and shall be confined to reading out, or summarising, the prayer of the petition and indicating the number and description of the signatories.
- 10.3 All petitions that Members or the public wish to present at Council shall be referred to Democratic Services by Monday on the week of Council. shall be presented in the order in which notice of them is received by the Mayor.
- 10.4 All petitions that Members or the public wish to either trigger a debate at full Council or present for decision at the appropriate Committee shall be referred to Democratic Services 10 days in advance of the relevant meeting. The Mayor/Chair will have the discretion to take a late petition if it relates to an officer report which is before the meeting for consideration.

Content of Petitions

10.4 The Chief Executive may reject a petition if, following consultation with the Monitoring Officer, it is in her opinion:

- not about a matter for which the Authority has a responsibility or which affects the City;
- defamatory, frivolous or vexatious;
- the same, or substantially the same, as a petition which has been put at a meeting of the Council, a Committee meeting or a Sub-Committee meeting in the past six months;
- requires the disclosure of confidential or exempt information;
- from a member of staff on matters affecting them as employees; or
- otherwise inappropriate.

Action following Petitions

10.5 A petition with less than 1250 signatories presented to the Council meeting shall be received without discussion and shall be included on the agenda for the next available meeting of the relevant Committee or Sub-Committee. The Member of the Council or member of the public presenting the petition shall be invited to attend any meeting to which it is referred; and shall be informed subsequently of any action taken or proposed in accordance with the requirements of the Council's Petitions Scheme.

Debate on Petitions

10.6 A qualifying petition with 1250 or more signatures will trigger a debate at Full Council, except where the petition is asking for a senior officer to give evidence.

10.7 A petition meeting the criteria set out at 10.5 above may be debated at the meeting at which it is presented or at a later meeting.

10.8 There shall be a guillotine on the debate on the petition of 15 minutes, after which the vote will be put, unless the Mayor at his or her discretion extends the debate.

10.9 The Council will decide how to respond to the petition and shall decide either:-

- To take the action the petition requests;
- Not to take the action the petition requests for reasons stated in the debate;
- To commission further investigation into the matter prior to consideration at a future meeting of the Council, which may include holding an inquiry or public meeting, commissioning research or reference to a particular committee or body for their views;
- To refer the petition to the relevant Committee or Sub-Committee, in which case the Council may make recommendations to the relevant Committee or Sub-Committee.

Officer Evidence

~~10.10 The officers to be called to give evidence at a public meeting under section 16 Local Democracy, Economic Development and Construction Act 2009 and pursuant to the Council's scheme for handling petitions are:-~~

- ~~•The Chief Executive~~
- ~~•Members of the Executive Leadership Team~~

Rule 11: Deputations

11.1 A period of not more than fifteen minutes shall be allowed at each ordinary meeting of the Council for the hearing of deputations from members of the public.

Procedural Requirements

11.2 A deputation shall be heard provided that by not later than 12 noon on the fifth working day prior to the day of the relevant Council meeting:

- notice has been given to the Chief Executive in accordance with Procedure Rule 1.6, which complies with paragraphs (b) to (d) below;
- the subject matter and substance of the deputation is notified in writing in the form of a written summary. A deputation shall not exceed one side of A4 in length. Accompanying material may be supplied and should comprise no more than 2 sides of A4 paper;

~~(c) (e)~~ the names, addresses and organisation (if any) of the persons forming the deputation, to be a minimum of five and no more than ~~twelve~~six, indicating which one person is to speak, are notified in writing (note - the addresses of those persons forming the deputation will not be published by the council, but details of the ward(s) in which they are located will be circulated to the Council meeting);

~~(d) A person forming the deputation is not presenting a petition or question on the same, or substantially the same, issue at the same meeting.~~

Content of Deputations

11.3 The Chief Executive may reject a deputation if, following consultation with the Monitoring Officer, it is in her opinion:

- not about a matter for which the Authority has a responsibility or which affects the City;
- defamatory, frivolous or vexatious;
- the same, or substantially the same, as a deputation which has been put at a meeting of the Council, a Committee meeting or a Sub-Committee meeting in the past six months;

- requires the disclosure of confidential or exempt information;
- from a member of staff on matters affecting them as employees; or
- otherwise inappropriate.

Time allocated for presentation

- | 11.4 Each deputation may be heard for a maximum of ~~35~~ minutes following which one Member of the Council, nominated by the Mayor, may speak in response. It shall then be moved by the Mayor and voted on without discussion that the deputation be thanked for attending and its subject matter noted.