

Subject:	Constitution Review		Status:	For Publication	
Report to:	Council Governance Working Group Independent Remuneration Panel		Date:	6 th July 2016 26 th May 2016 25 th May 2016	
Report of:	Monitoring Officer		Portfolio Holder:	Legal and Democratic Services	
Key Decision:	No - reserved for Council	Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>	
Equality Impact Assessment:		Required:	No	Attached:	No
Biodiversity Impact Assessment		Required:	No	Attached:	No
Contact Officer:	Carolyn Sharples		Telephone:	01706 252422	
Email:	carolynsharples@rossendalebc.gov.uk				

1.	RECOMMENDATIONS
1.1	Recommendation of the Governance Working Group: Members agree the amendments detailed in Appendix A and Appendix B in relation to the Constitution and public speaking procedures.
1.2	Recommendation of the Independent Remuneration Panel: Members agree the changes to the Constitution and Members' Allowances Scheme in relation to the special responsibility allowances for Licensing Chair and Vice-chair as detailed in Appendix C, and that the change to the allowances is effective from 20 th May 2016.

2. PURPOSE OF REPORT

- 2.1 To consider changes to the Constitution as detailed in Appendix A with regards to public and members questions, and the public speaking procedures as detailed at Appendix B.
- 2.2 To consider the recommendation of the Independent Remuneration Panel in relation to changes to the Members' Allowances Scheme as detailed in Appendix C.

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following of the Council's corporate priorities:
- Responsive Value for Money Services: This priority is about the Council working collaboratively, being a provider, procurer and a commissioner of services that are efficient and that meet the needs of local people.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 All the issues raised and the recommendation in this report involve risk considerations as set out below:
- Failure to maintain and follow an up-to-date Constitution risks legal proceedings being taken against the Council, and risks members of the community being dissatisfied with the action of the Council.

5. BACKGROUND AND OPTIONS

Part 2 Pages 10 – 15, Part 4 Pages 87 – 89, Part 4 Page 100, Part 4 Page 102 – Speaking procedures for members of the public and elected members

- 5.1 At the Governance Working Group Meeting in March an elected member requested a review of public and members speaking procedures. This was also raised at the previous Governance Working Group as a future item.
- 5.2 A copy of all the current procedures contained within the Council's Constitution are attached at Appendix A. Appendix A also includes proposed tracked changes to the existing information in the Constitution following the review by Governance Working Group and includes references to detailing where the full procedures can be found.
- 5.3 If the proposed changes are agreed a page would be created on the Council's web site which would contain all the individual speaking procedures. A link would also be added to the Council's Constitution detailing where these procedures could be found.
- 5.4 At present the procedures for Council and committee meetings are included in one document (with the exception of Development Control and Licensing meetings). This can make it confusing for members of the public trying to understand the differences between the meetings, or the different procedures that apply at each meeting. There are also additional procedures which are included within the agendas for the different meetings, which also apply.
- 5.5 It is proposed to split the procedures to make each procedure easier to understand, and consolidate the procedures from the Constitution, Public Speaking Procedure documents and agendas.
- 5.6 As part of this review members of the Governance Working Group considered the following:
- Differences between public and members questions procedures.
 - Submission of public questions.
 - Registering to speak.
 - Differences between other Lancashire authorities in relation to public speaking procedures.
- 5.7 Whilst there are many similarities between public question time and members questions, there are also a few differences between the procedures.

The similarities are summarised as follows:

- 30 minutes allocated for questions.
- No notice needs to be given, but written submitted questions will be taken first.
- Submitted questions are taken in the order that they are received.
- The question should be about something for which the Council has a responsibility or which affects the borough.
- Questions should not exceed 3 minutes each.
- Statements are not permitted.
- Only 1 question per person can be submitted.

The main differences are summarised below:

- Members of the public can register to speak without giving notice of their question, whereas elected members are required to give notice of their question.
- Members of the public can ask one question, whereas elected members can ask

one question followed by a supplementary question.

- Members of the public cannot ask the same question as one which has been asked at a meeting within the last 6 months, whereas this restriction does not apply to elected members questions.
- The deadline for submission of public questions is 12 noon on the day of the meeting, whereas elected members are required to submit written questions by 9.00am 2 days prior to the meeting (not including weekends and bank holidays).

5.8 Governance Working Group members also considered differences between other Lancashire authorities, the majority of which require written notification of questions in advance of the meeting with deadlines of between 1 and 4 days prior to the meeting.

5.9 Following consideration of the different procedures Governance Working Group recommended to Council the changes to the Constitution as detailed in Appendix A in addition to the separate individual procedures attached at Appendix B.

Part 6 Page (263) – Members’ Allowances Scheme

5.10 At the Annual Council meeting on 20th May 2016 members agreed to consult with the Independent Remuneration Panel on the proposal to split the special responsibility allowance of the Chair of Licensing between the Chair and Vice-chair and remove the one off payments of £150 to the Vice-chair.

5.11 At present a special responsibility allowance of £3342 is available to the Chair of Licensing with individual payments of £150 per meeting if the Vice-chair is required to chair any of the committee meetings or sub-committees. The proposal is to split the allowance equally between the Chair and Vice-chair (£1671 each) and remove the one off payments to the Vice-chair.

5.12 The members of the Independent Remuneration Panel have been consulted on this proposal and were in unanimous agreement with the changes.

5.13 It is recommended that the Councils’ Constitution and Members’ Allowances Scheme is amended to reflect this change (as detailed in Appendix C), and that the change to the allowances is effective from 20th May 2016.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 There are no material financial implications arising from the report.

7. MONITORING OFFICER

7.1 All legal implications are commented upon in the body of the report.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 Consultation with Statutory Officers, Legal Officers, Committee and Member Services and the Governance Working Group.

9. CONCLUSION

9.1 The Council is required by law to implement a Constitution and it is in the interests of the Council to regularly review and update the document.

Background Papers	
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Document	Place of Inspection
The Constitution of the Council	www.rossendale.gov.uk/constitution

Speaking procedures for members of the public and elected members

Part 2 Pages 10 – 15

Speaking procedures that apply at each Council/committee meeting are available on the Council website as follows:

- Procedure for Public Speaking: Question Time
- Procedure for Public Speaking: Cabinet Meetings
- Development Control Committee Public Speaking and Voting Procedures
- Procedure for Public Speaking: Licensing Committee (Licensing Hearing Procedures are at Part 4 section 12 of the Constitution)
- Procedure for Public Speaking: Audit and Accounts Committee
- Procedure for Public Speaking: Overview and Scrutiny Committee

These are available at the following link: <link to be added>

~~PROCEDURE FOR PUBLIC SPEAKING~~

~~Members of the public have the right to speak / ask questions at many of the meetings of the Borough Council on issues listed on the agenda for the particular meeting. Time is also set aside at the beginning of most meetings for the public to ask questions.~~

~~This information explains the rights of the public to ask questions at meetings of the Council and other Committees of the Council.~~

~~A separate leaflet explains the procedure for speaking at meetings of the Development Control Committee.~~

~~IF YOU WOULD LIKE ANY FURTHER INFORMATION OR HAVE ANY QUERIES, PLEASE CONTACT:~~

~~Committee and Member Services
Rossendale Borough Council
The Business Centre~~

~~Futures Park~~

~~Bacup~~

~~Lancashire~~

~~OL13 0BB~~

~~Tel: 01706 252422~~

~~Email: democracy@rossendalebc.gov.uk~~

~~DETAILS OF MEETINGS~~

~~Meetings are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website www.rossendale.gov.uk/meetings; outside the One Stop Shop, or they can be obtained from Committee and Member Services.~~

~~AGENDA PAPERS~~

~~Agendas are usually published on the Council's website 5 clear days before the meeting. For a meeting on a Wednesday the agenda should be available for inspection on the preceding Tuesday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda. Some items of Council business are confidential and the information is not available to the public.~~

~~**PUBLIC QUESTION TIME**~~

~~At certain Committee meetings, members of the public have a right to ask questions.~~

~~Question time will normally last up to half an hour.~~

~~Please note that you will have to attend the meeting in order to put your question to the Committee. You should attend the Committee meeting which is responsible for the issue you are interested in. If you are unsure which meeting you should attend please contact Committee and Member Services.~~

~~The Public Question Time does not apply to meetings of the Development Control and Licensing Committees.~~

~~**PUBLIC RIGHT OF ADDRESS**~~

~~In addition to Public Question Time the public also have a right to ask questions at meetings on items which appear on the published agenda and guidance is given below. This does not apply to meetings of Full Council and the Cabinet.~~

~~**MEETINGS OF COUNCIL AND THE CABINET**~~

~~At these meetings members of the public will only be entitled to ask questions during the Public Question Time item on the agenda and not on each agenda item.~~

~~**GUIDANCE**~~

~~**WHO CAN ASK A QUESTION?**~~

~~Any person who lives or works in the Borough or their representative.~~

~~**DO I NEED TO GIVE NOTICE THAT I WANT TO ASK A QUESTION?**~~

~~No, but it will help the Council prepare an answer to your question if you do submit it in advance. Only one question from each person can be submitted. One person should act as spokesperson for a group with a common interest. The Chair of the meeting has discretion to allow a follow up question.~~

~~**WHAT HAPPENS WHEN I ARRIVE?**~~

~~You should arrive at the meeting at least 10 minutes before the start of the meeting. Please make yourself known to the Committee Officer. This allows time for an explanation of the procedures. It is usual for items for which members of the public are attending to be taken early in the proceedings.~~

~~**CONSIDERATION OF AN ITEM ON THE AGENDA WILL NORMALLY RUN THROUGH THE FOLLOWING STAGES:**~~

- ~~• First, the Chair will call for a report to be made (a Council Officer will normally have submitted a written report with the agenda and he or she will be called upon to speak upon the report).~~
- ~~• Second, the members of the public will be invited to speak / ask a question.~~
- ~~• Next, members will debate the item.~~

- Following the debate, a decision will be made.

HOW LONG MAY I SPEAK FOR?

A time limit of 3 minutes for asking a question applies, though this may be extended if the Chair agrees. Please note that only 1 question from each person can be submitted. The Chair has discretion to allow a follow up question.

HOW SHOULD I ASK A QUESTION?

Begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group. Please note that statements are not permitted and only 1 question from each person can be submitted. The Chair has discretion to allow a follow up question.

It is useful to prepare notes in advance to ensure that all the important points are covered. Try and be brief and to the point.

Do not make derogatory or defamatory statements.

SOME QUESTIONS ARE NOT ALLOWED

You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or Councillors outside of the meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a Government minister. You may not ask a question about the service of any person employed by the Council.

The Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable. The Chair can also limit the number of questions that a person may ask. The answer may be given verbally or in writing.

Any question that is not dealt with at the meeting will normally be answered within 10 working days.

DEVELOPMENT CONTROL COMMITTEE PUBLIC SPEAKING AND VOTING PROCEDURES

YOUR RIGHT TO SPEAK AT THE DEVELOPMENT CONTROL COMMITTEE

This procedure explains how the Council's Development Control Committee works and how you can have your say upon an application of concern to you.

The Committee has to make decisions in the public interest and upon the merits of each application individually, upon the basis of what is relevant in the Development Plan and "any other material considerations". All representations made in writing will be taken into account in the written report, but this is another opportunity for you to make your views known.

A leaflet which summarises the procedure is available on the Council web site or from Committee and Member Services. Please email democracy@rossendalebc.gov.uk or telephone 01706 252423.

DETAILS OF MEETINGS

Meetings of the Development Control Committee are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website at www.rossendale.gov.uk/meetings and outside the One Stop Shop, or they can be obtained from Committee and Member Services (see 'Contact Details').

AGENDA PAPERS

~~Agendas are usually published on the Council's website 5 clear days before the meeting. For example, if a meeting is on a Wednesday the agenda is published on the preceding Tuesday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda.~~

~~BEFORE THE MEETING~~

~~Please inform Committee and Member Services (see contact details) by no later than 12 noon on the day of the Committee if you wish to speak on an application (one in favour and one against). It is recommended that you arrive about 10-15 minutes before the meeting. If several people are objecting to an application, we will ask them to agree amongst themselves who will speak upon their behalf. If no agreement can be reached then the first party to have 'registered' a wish to speak will be chosen.~~

~~THE PROCEDURE FOR SPEAKING ON AN APPLICATION~~

~~The Planning Manager or Planning Officer will briefly identify, introduce and describe the application and refer to any new issues raised since the report was published.~~

~~The objector or a representative of all objectors will then address the Committee for up to a maximum of three minutes.~~

~~Members of the Committee may then, if necessary, through the Chair, question the objector to clarify any points, or issues already raised by the objector.~~

~~The applicants/supporters or their representative (if present) will then address the Committee for up to a maximum of three minutes.~~

~~Members of the Committee may then, if necessary, through the Chair, question the applicant/supporters to clarify any points, or issues already raised by the applicant/supporter.~~

~~The Planning Manager will then bring any necessary information, in addition to that contained in the report to the Committee's attention.~~

~~*"Any elected member who is not a member of the committee may, by prior agreement with the chair, address the committee for a maximum of 5 minutes on each application that is within their ward. A member of another ward may be permitted to speak at the discretion of the chair."*~~

~~The members of the Committee only then debate and decide upon the application. The public cannot take part in this debate and decision making.~~

~~After hearing the Committee's decision you are welcome to stay and listen to the discussion about other applications but if you wish to leave please do so as discreetly as possible so as not to unduly disturb and delay the Committee and other parties who may well be attempting to consider later applications.~~

~~VOTING PROCEDURES~~

~~For planning applications, each report on the agenda will contain an officer recommendation for committee members to consider when making their decision.~~

~~Elected members must move and second a proposal (motion) before a vote can be taken. If the motion is not consistent with the officer's recommendation, the reason for approval with any conditions, or reasons for any refusal need to be declared.~~

The motion can be to:

- ~~Approve an application (including any conditions).~~
- ~~Refuse an application (including reasons for refusal).~~
- ~~Delegate an application for officer approval/refusal (or for officer approval/refusal in consultation with the chair of the committee).~~
- ~~Defer an application (reasons to be given for deferrals).~~

If the vote fails to attract a majority (including if the chair's casting vote/second vote is used), the motion is lost. (This does not mean that the opposite of the motion is approved by default).

If the motion is lost, members will revisit the application, continue the debate (if required) and move and second another proposal to be voted on.

A decision will only be carried where there has been a majority vote.

In line with normal committee procedures, motions will be taken in the order they are proposed at the meeting, and normal committee procedures will apply for amendments to motions.

AFTER THE DECISION

The Committee's decision is final. However, Applicants have the right of appeal to the First Secretary of State if their application is refused, or if conditions are attached which they do not like. In this event, anyone who has written about the original application will be informed.

Objectors have no right of appeal to the First Secretary of State against a decision to approve an application, but they can seek to have the decision quashed by application to the High Court by way of a Judicial Review.

PROCEDURE FOR SPEAKING ON OTHER ITEMS ON THE PUBLISHED AGENDA

The Chair will call for a report to be made (a Council Officer will normally have submitted a written report with the agenda and he or she will be called upon to speak upon the report).

Second, any members of the public who have registered will be invited to speak. A time limit of 3 minutes applies to each speaker, though this may be extended if the Chair agrees. Please note that a speaker can only usually only address members once, unless it is in response to a question from a member, or the Chair allows you to address members again.

Next, members will debate the item.

Following the debate, a decision will be made.

HOW SHOULD I ASK A QUESTION OR GIVE A STATEMENT?

Begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group.

It is useful to prepare notes in advance to ensure that all the important points are covered. Try and be brief and to the point.

Do not make derogatory or defamatory statements.

You may also bring an extra copy of any prepared statement for the Chair's information.

QUESTIONS THAT ARE NOT ALLOWED

~~You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or councillors outside of the meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a government minister. You may not ask a question about the service of any person employed by the Council.~~

~~The Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable. The Chair can also limit the number of questions that a person may ask. The answer may be given verbally or in writing.~~

~~Any question not dealt with at the meeting will normally be answered within 10 working days.~~

CONTACT DETAILS

~~Committee and Member Services, democracy@rossendalebc.gov.uk, 01706 252423.~~

Part 4 Page 85**2. ORDINARY MEETINGS**

Ordinary meetings of the Council will take place in accordance with a programme of meetings decided by the Council.

~~Question Time will be held prior to ordinary full Council Meetings to enable members of the public and councillors to ask questions (see section 9 and 10 for further details).~~

The agenda for Ordinary meetings will take the following form:

- i) apologies and notification of substitutes;
- ii) approve the Minutes of the previous meeting(s);
- iii) receive any declarations of interest from Members;
- iv) receive any announcements or communications from the Mayor, Leader or the Head of Paid Service;
- ~~v) Public Question Time in accordance with the Council's procedure etc;~~
- ~~vi)v)~~ deal with any outstanding business from the last Council;
- ~~vii)vi)~~ to receive reports, and recommendations of the Cabinet and Committees;
- ~~viii)vii)~~ deal with public questions;
- ~~ix)viii)~~ consider ~~Members questions and~~ Members notices of motion if any; and

Part 4 Pages 87 – 89**9. QUESTION TIMES BY THE PUBLIC AT COUNCIL****9.1 General**

Members of the public can speak and ask questions in accordance with the Council's Procedure for Public Speaking at Council Question Time. The procedure can be found on the Councils' web site at the following link <link to be added>. Public Question time will be limited to 30 minutes per meeting.

9.2 Notice of Questions for Council Question Time

~~No notice of a question need be given but it will help the Council prepare an answer to your question if you do submit it in writing. Written notice of your question is required by 9.00am 2 days in advance of the meeting.~~

9.3 Order of Questions

For Council Question Time questions will be asked and answered in the order in which they are received by the Head of Paid Service.

9.4 Number of Questions

At any one meeting a questioner ~~may usually can~~ only ask one question, which shall be of a length considered reasonable by the Mayor/Chair and should be no longer than three minutes. ~~—A supplementary question may be asked at the discretion of the Mayor/Chair.~~

9.5 Scope of Questions

The Mayor after consultation with the Head of Paid Service and/or the Monitoring Officer, may reject a question if it:

- i) is not about a matter for which the Local Authority has a responsibility or which affects the Borough
- ii) requires the disclosure of exempt or confidential information
- iii) is defamatory, frivolous or offensive
- iv) is substantially the same as a question which has been asked at a meeting of the Council or its committees in the past six months.

9.6 Record of Questions

The Head of Paid Service will immediately send a copy of written questions to the Leader and/or the appropriate Committee Chair. Rejected questions will include reasons for rejection.

9.7 Asking the Question at the Meeting

The Mayor will invite the questioner to read the written question. If a questioner who has submitted a written question is unable to be present a written reply will be given ~~(see section on Citizens' Rights and Responsibilities Part 2).~~

9.8 Answers to Questions

The Leader of the Council will determine which Cabinet Member will answer a particular question.

9.9 Written Answers

Any question which cannot be dealt with during Public Question Time will be dealt with by a written answer.

10 QUESTIONS BY MEMBERS

10.1 Subject to Council Procedure Rule 10.2, a Member of the Council may put a written question to:

- The Leader
- A Member of the Cabinet
- The Chairman of any Committee or Sub-Committee
- The Member of the Council appointed to a Joint Authority and nominated as Spokesperson for the Joint Authority.
- The Member of the Council appointed as the Council's representative on an Outside Body.

The Question must be on any matter for which the Council has a responsibility or which affects the Borough.

A Member must submit written questions to Committee and Member Services by 9.00am at least 2 days before the day of the meeting Question Time (not including weekends or public holidays). ~~to enable the question to be included in the Council Agenda, e.g. if the Council meeting is on a Wednesday the deadline is 9.00am on Monday prior to the meeting, or 9.00am on Friday for bank holiday weekends. Written questions will take priority over verbal questions and will be taken if there is time.~~

The Mayor shall determine the relevance and the number of Questions to be put.

10.2 Answers

10.2.1 An answer to a Question (Council Procedure Rule 10.1) or to a Supplementary Question (Council Procedure Rule 10.3) may take the form of:

- a) A direct oral answer, or
- b) Where the information is in a publication of the Council or other published work, a reference to that publication or other work, or
- c) Where the reply cannot conveniently be given orally, a written answer will be given to the Question or Supplementary Question and circulated to all Members within a week of the Council meeting Question Time.

10.2.2 The Leader shall determine which Member shall answer a particular Question.

10.2.3 Questions and answers should not exceed 3 minutes each.

10.2.4 Every Question shall be put and answered without discussion.

10.2.5 Only Questions, not statements, are permitted.

10.3 Supplementary Questions

10.3.1 A Member putting a Question under Council Procedure Rule 10.1 may, put one Supplementary Question to the Member to whom the first Question was put. The Supplementary Question must arise directly out of the original Question or the answer.

10.4 Questions by Members and members of the public shall not without the consent of the Mayor exceed a total period of one hour.

Part 4 Page 100

Cabinet Procedure Rules

Councillors who are not members of the Cabinet and members of the public, may attend meetings of the Cabinet and committees of the Cabinet. This right is subject to the rules which exclude access when confidential or exempt information is being discussed. These are set out in the Access to Information Procedures. Chief Officers and statutory officers are entitled to attend.

Part 4 Page 102

Committee Procedure Rules

The following Council Procedure Rules apply to meetings of Committees:

1. Notice of and summons to meetings
2. Members conduct
3. Public Question Time
4. Disturbance by the public
5. Voting
6. Previous decisions and motions
7. Procedure for amendments
8. Minutes
9. Record of attendance

Procedure for Public Speaking: Question Time

27/06/2016

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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Members of the public have the right to ask questions at Question Time prior to full Council meetings. Time is set aside prior to ordinary Council meetings for the public to ask questions. This procedure explains the rights of the public to ask questions at Question Time.

If you would like any further information or have any queries, please contact:

Committee and Member Services
Rossendale Borough Council
The Business Centre
Futures Park
Bacup
Lancashire
OL13 0BB
Tel: 01706 252422
Email: democracy@rossendalebc.gov.uk

Details of full Council Meetings

Council meetings are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website www.rossendale.gov.uk/meetings; at the One Stop Shop, Futures Park, Bacup, or they can be obtained from Committee and Member Services.

Agenda papers

Agendas are usually published on the Council's website 5 clear days before the meeting. For a meeting on a Wednesday the agenda should be available for inspection on the preceding Tuesday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda. Some items of Council business are confidential and the information is not available to the public.

Question Time

Prior to ordinary Council meetings, members of the public will only be entitled to ask questions during Question Time. Public Question Time will normally last up to half an hour, and this is the only point where members of the public are able to ask a question. Please note that you will have to attend in order to put your question.

What is the order of speaking at public question time?

Questions will be taken in the order they have been submitted.

What is the deadline for submission of written questions?

Written notification of questions must be received no later than 9.00am two days prior to Question Time.

Responsible Section/Team	Committee and Member Services	Version/Status	2
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	
Date last Amended	27/06/2016	Due for Review	31/07/2019

GUIDANCE

Who can ask a question?

Any person who lives or works in the borough or their representative.

Do I need to give notice that I want to ask a question?

Yes, but you will need to submit your question in writing in advance by 9.00am two days prior to Question Time. Only one question from each person can be submitted. One person should act as spokesperson for a group with a common interest.

What happens when I arrive?

You should arrive at least 10 minutes before the start of Question Time. Please make yourself known to the Committee Officer. This allows time for an explanation of the procedures. It is usual for items for which members of the public are attending to be taken early in the proceedings.

How long may I speak for?

A time limit of 3 minutes for asking a question applies.

How should I ask a question?

It is important to ask your question exactly as it has been submitted, so please ensure that all the important points are covered. Try and be brief and to the point. When invited to speak, begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group. Every question shall be put and answered without discussion. Please note that statements are not permitted.

Who will answer my question?

The Leader of the Council will determine who will answer a particular question. The answer may be given verbally or in writing.

Scope of questions

The Mayor/Chair may reject a question if the following applies:-

- It is not a matter for which the Local Authority has a responsibility, or which affects the borough.
- It requires the disclosure of exempt or confidential information.
- It is defamatory, frivolous or offensive.
- It is substantially the same as a question which has been asked at Question Time or a meeting of the Council or its committees in the past six months.

What if I have submitted a question, but I am unable to attend?

If a questioner who has submitted a written question is not present, then a written response will be provided.

What if there is no time to ask my question, or my question can't be answered at the meeting?

You will be provided with a written response.

Responsible Section/Team	Committee and Member Services	Version/Status	2
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	
Date last Amended	27/06/2016	Due for Review	31/07/2019

Some questions are not allowed

You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or councillors outside Question Time and the Council meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a Government minister. You may not ask a question about the service of any person employed by the Council.

Do not make derogatory or defamatory statements. The Mayor/Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable.

Conduct at meetings

Once the meeting has started you are not permitted to approach or engage with members or officers. Members of the public cannot take part in the debate or decision making and may not question members or disrupt the meeting.

The laws of slander are very complex and serious. If you say something defamatory in public about a person that is untrue, even if you believe it to be true, you may be at personal risk of legal action. You should very carefully consider any criticisms you wish to make about people when speaking at Question Time and committee meetings. The Mayor/Chair can ask a speaker to stop speaking and/or leave if the speaker behaves inappropriately.

Do I have to stay for the full meeting?

If you have come to listen to a particular item, you are very welcome to stay for the meeting. If you do wish to leave, we ask that you do so quietly so as not to interrupt the proceedings.

When will the minutes of the meeting be published?

The minutes of meetings are usually available 4 working days after the meeting and agreed at the subsequent meeting

Responsible Section/Team	Committee and Member Services	Version/Status	2
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	
Date last Amended	27/06/2016	Due for Review	31/07/2019

Procedure for Public Speaking: Cabinet Meetings

11/04/2016

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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Members of the public have the right to ask questions at Cabinet meetings on items listed on the agenda for that particular meeting. Time is set aside at the beginning of the Cabinet meetings for public to ask questions. This procedure explains the rights of the public to ask questions at Cabinet meetings.

If you would like any further information or have any queries, please contact:

Committee and Member Services
Rossendale Borough Council
The Business Centre
Futures Park
Bacup
Lancashire
OL13 0BB
Tel: 01706 252422
Email: democracy@rossendalebc.gov.uk

Details of Cabinet Meetings

Cabinet meetings are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website www.rossendale.gov.uk/meetings; at the One Stop Shop, Futures Park, Bacup, or they can be obtained from Committee and Member Services.

Agenda papers

Agendas are usually published on the Council's website 5 clear days before the meeting. For a meeting on a Wednesday the agenda should be available for inspection on the preceding Tuesday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda. Some items of Council business are confidential and the information is not available to the public.

Public Question Time

At Cabinet meetings, members of the public will only be entitled to ask questions during the public question Time item on the agenda, and not as each agenda item is taken. Questions must be about items listed on the agenda for that particular meeting. Public question time will normally last up to half an hour, and this is the only point in the meeting where members of the public are able to ask a question. Please note that you will have to attend the meeting in order to put your question to the Cabinet.

What is the order of speaking at public question time?

Questions submitted in advance of the meeting will be taken first in the order that they have been submitted.

What is the deadline for submission of written questions?

Written notification of questions must be received no later than 12 noon on the day of the meeting.

Responsible Section/Team	Committee and Member Services	Version/Status	1
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	26/02/2014 Council
Date last Amended	11/04/2016	Due for Review	31/07/2019

GUIDANCE

Who can ask a question?

Any person who lives or works in the borough or their representative.

Do I need to give notice that I want to ask a question?

No, but it will help the Council prepare an answer to your question if you do submit it in advance. Only one question from each person can be submitted. One person should act as spokesperson for a group with a common interest.

What happens when I arrive?

You should arrive at the meeting at least 10 minutes before the start of the meeting. Please make yourself known to the Committee Officer. This allows time for an explanation of the procedures. It is usual for items for which members of the public are attending to be taken early in the proceedings.

How long may I speak for?

A time limit of 3 minutes for asking a question applies, though this may be extended if the Chair agrees. Please note that only one question from each person can be submitted.

How should I ask a question?

It is useful to prepare notes in advance to ensure that all the important points are covered. Try and be brief and to the point. Begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group. Every question shall be put and answered without discussion. Please note that statements are not permitted.

Who will answer my question?

The Chair will decide who will answer the question. The answer may be given verbally or in writing. The Chair has discretion to allow a follow up question.

Scope of questions

The Chair may reject a question if the following applies:-

- It is not a matter for which the Local Authority has a responsibility.
- It requires the disclosure of exempt or confidential information.
- It is defamatory, frivolous or offensive.
- It is substantially the same as a question which has been asked at a meeting of the Council or its committees in the past six months.

What if I have submitted a question, but I am unable to attend?

If a questioner who has submitted a written question is not present, then a written response will be provided.

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Date last Amended	11/04/2016	Due for Review	31/07/2019

What if there is no time to ask my question, or my question can't be answered at the meeting?

This is unlikely, however if this occurs you may leave a written question with the Committee Officer. If your question requires further research and cannot be answered at the meeting, then your question will be answered in writing after the meeting. Questions will normally be answered within 10 working days.

Some questions are not allowed

You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or councillors outside of the meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a Government minister. You may not ask a question about the service of any person employed by the Council.

Do not make derogatory or defamatory statements. The Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable.

Conduct at meetings

Once the meeting has started you are not permitted to approach or engage with members or officers. Members of the public cannot take part in the debate or decision making and may not question members or disrupt the meeting.

The laws of slander are very complex and serious. If you say something defamatory in public about a person that is untrue, even if you believe it to be true, you may be at personal risk of legal action. You should very carefully consider any criticisms you wish to make about people when speaking at Council and committee meetings. The Chair can ask a speaker to stop speaking and/or leave if the speaker behaves inappropriately.

Do I have to stay for the full meeting?

If you have come to listen to a particular item, you are very welcome to stay for the rest of the meeting. If you do wish to leave, we ask that you do so quietly so as not to interrupt the proceedings.

When will the minutes of the meeting be published?

The minutes of meetings are usually available 4 working days after the meeting and agreed at the subsequent meeting.

Responsible Section/Team	Committee and Member Services	Version/Status	1
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	26/02/2014 Council
Date last Amended	11/04/2016	Due for Review	31/07/2019

DEVELOPMENT CONTROL COMMITTEE: PUBLIC SPEAKING AND VOTING PROCEDURES

11/04/2016

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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Your right to speak at the Development Control Committee

This procedure explains how the Council's Development Control Committee works and how you can have your say upon an application of concern to you.

The committee has to make decisions in the public interest and upon the merits of each application individually, upon the basis of what is relevant in the Development Plan and "any other material considerations". All representations made in writing will be taken into account in the written report, but this is another opportunity for you to make your views known.

Details of meetings

Meetings of the Development Control Committee are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website at www.rossendale.gov.uk/meetings and at the One Stop Shop, Futures Park, Bacup, or they can be obtained from Committee and Member Services (see 'Contact Details').

Agenda papers

Agendas are usually published on the Council's website 5 clear days before the meeting. For example, if a meeting is on a Tuesday the agenda is published on the preceding Monday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda.

Before the meeting

Please inform Committee and Member Services (see contact details) by no later than 12 noon on the day of the committee if you wish to speak on an application (one in favour and one against). To register you will need to notify Committee and Member Services of the following:

details:

- Application number of address of the application
- Your full name
- Your telephone number
- Whether you wish to speak FOR or AGAINST the application?

It is recommended that you arrive about 10-15 minutes before the meeting. If several people are objecting to an application, we will ask them to agree amongst themselves who will speak upon their behalf. If no agreement can be reached then the first party to have 'registered' a wish to speak will be chosen.

Responsible Section/Team	Committee and Member Services	Version/Status	1
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Date last Amended	11/04/2016	Due for Review	31/07/2019

Conduct at committee meetings

Once the meeting has started you are not permitted to approach or engage with members or officers. Members of the public cannot take part in the debate or decision making and may not question officers, members or applicants whilst the committee is considering the application.

The laws of slander are very strict and are taken very seriously. If you say something defamatory in public about a person that is untrue, even if you believe it to be true, you may be at risk of legal action. You should therefore think very carefully about any criticisms you wish to make about people when speaking at committee. The Chair can ask a speaker to stop speaking and leave the committee if the speaker's statement falls within this category.

The procedure for speaking on an application

The Planning Manager or Planning Officer will briefly identify, introduce and describe the application and refer to any new issues raised since the report was published.

The objector or a representative of all objectors will then address the committee for up to a maximum of three minutes. The objector will be given a reminder when they have one minute left to speak.

Members of the committee may then, if necessary, through the Chair, question the objector to clarify any points, or issues already raised by the objector.

The applicants/supporters or their representative (if present) will then address the committee for up to a maximum of three minutes. The applicant/supporter will be given a reminder when they have one minute left to speak.

Members of the committee may then, if necessary, through the Chair, question the applicant/supporters to clarify any points, or issues already raised by the applicant/supporter.

The Planning Manager/Officer will then bring any necessary information, in addition to that contained in the report to the committee's attention.

Any elected member who is not a member of the committee may, by prior agreement with the chair, address the committee for a maximum of 5 minutes on each application that is within their ward. A member of another ward may be permitted to speak at the discretion of the chair.

The members of the committee then debate and decide upon the application. The public cannot take part in this debate and decision making.

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What are the relevant issues that councillors can consider?

Councillors are only able to take into account “material planning considerations” which are considerations that relate to the use and development of land, including those relating to the Development Plan and any Government Policy and Guidance. Examples include:

- The Local Plan/Local Development Framework
- Other planning policies i.e. Planning Policy Guidance (PPGs)
- Central Government advice
- Highway safety
- Design, appearance, layout
- Impact on trees, listed buildings and conservation areas
- Public open space
- Landscape impact
- Local amenity/noise/privacy
- Case law and previous decisions

Voting procedures

For planning applications, each report on the agenda will contain an officer recommendation for committee members to consider when making their decision.

Elected members must move and second a proposal (motion) before a vote can be taken. If the motion is not consistent with the officer’s recommendation, the reason for approval with any conditions, or reasons for any refusal need to be declared.

The motion can be to:

- Approve an application (including any conditions).
- Refuse an application (including reasons for refusal).
- Delegate an application for officer approval/refusal (or for officer approval/refusal in consultation with the chair of the committee).
- Delegate certain criteria within an application for officer approval/refusal (or for officer approval/refusal in consultation with the chair of the committee).
- Defer an application (reasons to be given for deferrals).

If the vote fails to attract a majority (including if the chair’s casting vote/second vote is used), the motion is lost. (This does not mean that the opposite of the motion is approved by default).

If the motion is lost, members will revisit the application, continue the debate (if required) and move and second another proposal to be voted on.

A decision will only be carried where there has been a majority vote.

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In line with normal committee procedures, motions will be taken in the order they are proposed at the meeting, and normal committee procedures will apply for amendments to motions.

Do I have to stay for the full meeting?

After hearing the committee's decision you are welcome to stay and listen to the discussion about other applications, but if you wish to leave please do so as discreetly as possible so as not to unduly disturb and delay the committee and other parties who may well be attempting to consider later applications.

After the decision

The committee's decision is final. However, applicants have the right of appeal to the Planning Inspectorate if their application is refused, or if conditions are attached which they do not like. In this event, anyone who has written about the original application will be informed.

Objectors have no right of appeal to the Planning Inspectorate against a decision to approve an application, but they can seek to have the decision quashed by application to the High Court by way of a Judicial Review. More information is available at the Planning Inspectorate's website www.planning-inspectorate.gov.uk

Procedure for speaking on other items on the published agenda

The Chair will call for a report to be introduced (a Council officer will normally have submitted a written report with the agenda and he or she will be called upon to speak upon the report).

Second, any members of the public who have registered will be invited to speak. A time limit of 3 minutes applies to each speaker, though this may be extended if the Chair agrees. Please note that a speaker can only usually only address members once, unless it is in response to a question from a member, or the Chair allows you to address members again.

Next, members will debate the item and following the debate, a decision will be made.

How should I ask a question or give a statement?

Begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group. It is useful to prepare notes in advance to ensure that all the important points are covered. Try and be brief and to the point.

Do not make derogatory or defamatory statements.

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You may also bring an extra copy of any prepared statement for the Chair's information.

Questions that are not allowed

You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or councillors outside of the meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a government minister. You may not ask a question about the service of any person employed by the Council.

The Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable. The Chair can also limit the number of questions that a person may ask. The answer may be given verbally or in writing.

Any question not dealt with at the meeting will normally be answered within 10 working days.

Contact details

Committee and Member Services, democracy@rossendalebc.gov.uk, 01706 252423.

Responsible Section/Team	Committee and Member Services	Version/Status	1
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	26/02/2014 Council
Date last Amended	11/04/2016	Due for Review	31/07/2019

Procedure for Public Speaking: Licensing

13/04/2016

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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Please note: This procedure applies only to those items of the meeting not governed by Licensing Act 2003 Hearing Procedures or Determination of Application Guidelines.

Licensing Committees

Members of the public have the right to speak at Licensing Committee meetings on items listed on the agenda for that particular meeting. This procedure explains how the Licensing Committee works and how you can have your say on an agenda item of concern to you.

The committee has to make decisions in the public interest and on the merits of each item individually, on the basis of what is relevant in the Council's various Licensing policies and procedures. All representations made in writing will be taken into account in written reports, but this is another opportunity for you to make your views known.

If you would like any further information or have any queries, please contact:

Committee and Member Services
Rossendale Borough Council
The Business Centre
Futures Park
Bacup
Lancashire
OL13 0BB
Tel: 01706 252424
Email: democracy@rossendalebc.gov.uk

Details of Licensing Committee Meetings

Licensing Committee meetings are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website www.rossendale.gov.uk/meetings; at the One Stop Shop, Futures Park, Bacup, or they can be obtained from Committee and Member Services.

Agenda papers

Agendas are usually published on the Council's website 5 clear days before the meeting. For a meeting on a Tuesday the agenda should be available for inspection on the preceding Monday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda. Some items of Council business are confidential and the information is not available to the public.

Registering to speak

Members of the public are required to contact a member of the Committee and Member Services team if they wish to speak on an item by no later than 12 noon on the day of the committee meeting. A maximum of 2 public representatives will be allowed to register per item, and will be allocated the opportunity to speak on a first come basis. Several persons wishing to speak on an item should nominate one representative to speak on their behalf. If no agreement can be reached then the first party to register a wish to speak will be chosen.

Responsible Section/Team	Committee and Member Services	Version/Status	1
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	26/02/2014 Council
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What happens when I arrive?

You should arrive at the meeting at least 10-15 minutes before the start of the meeting. Please make yourself known to the Committee Officer. This allows time for an explanation of the procedures.

How should I ask a question or give a statement?

Begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group. It is useful to prepare notes in advance to ensure that all the important points are covered. Try and be brief and to the point. Do not make derogatory or defamatory statements. Bring an extra copy of any prepared statement for the Chair's information.

How long may I speak for?

You will be given a maximum of 3 minutes to address the committee.

Procedure for speaking on agenda items at the Licensing Committee

The Licensing and Enforcement Manager/Officer will briefly introduce the report and refer to any new issues raised since the report was published.

The first speaker will be invited to address the committee for a maximum of 3 minutes.

Members of the committee may then, if necessary, through the Chair, question the speaker to clarify any points, or issues already raised.

The second speaker will then be invited to address the committee for a maximum of 3 minutes.

Members of the committee may then, if necessary, through the Chair, question the speaker to clarify any points, or issues already raised.

The Licensing and Enforcement Manager/Officer will then bring any necessary information, in addition to that contained in the report to the committee's attention.

Any elected member who is not a member of the committee may, by prior agreement with the Chair, be allowed to address the committee once per item, for a maximum of 5 minutes in each case.

The members of the committee only then debate and decide upon the item. The public cannot take part in this debate and decision making.

After hearing the committee's decision you are welcome to stay and listen to the discussion about other agenda items, but if you wish to leave please do so as discreetly as possible so as not to unduly disturb and delay the committee and other parties who may well be attempting to consider later items.

Responsible Section/Team	Committee and Member Services	Version/Status	1
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Date last Amended	13/04/2016	Due for Review	31/07/2019

Some questions are not allowed

You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or councillors outside of the meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a Government minister. You may not ask a question about the service of any person employed by the Council.

Do not make derogatory or defamatory statements. The Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable.

The Chair can also limit the number of questions that a person may ask. The answer may be given in writing. Any question not dealt with at the meeting will normally be answered within 10 working days.

Conduct at meetings

Once the meeting has started you are not permitted to approach or engage with members or officers. Members of the public cannot take part in the debate or decision making and may not question members or disrupt the meeting.

The laws of slander are very complex and serious. If you say something defamatory in public about a person that is untrue, even if you believe it to be true, you may be at personal risk of legal action. You should very carefully consider any criticisms you wish to make about people when speaking at Council and committee meetings. The Chair can ask a speaker to stop speaking and/or leave if the speaker behaves inappropriately.

When will the minutes of the meeting be published?

The minutes of meetings are usually available 4 working days after the meeting and agreed at the subsequent meeting.

Responsible Section/Team	Committee and Member Services	Version/Status	1
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	26/02/2014 Council
Date last Amended	13/04/2016	Due for Review	31/07/2019

Procedure for Public Speaking: Audit and Accounts

12/04/2016

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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Members of the public have the right to ask questions at Audit and Accounts meetings on items listed on the agenda for that particular meeting. Time is set aside at the beginning of the Audit and Accounts meetings for public to ask questions. This procedure explains the rights of the public to ask questions at Audit and Accounts meetings.

If you would like any further information or have any queries, please contact:

Committee and Member Services
Rossendale Borough Council
The Business Centre
Futures Park
Bacup
Lancashire
OL13 0BB
Tel: 01706 252423
Email: democracy@rossendalebc.gov.uk

Details of Audit and Accounts Meetings

Audit and Accounts meetings are usually held in the Council Chamber and usually start at 6.30pm. Details of meeting dates, times and venues are publicised on the Council's website www.rossendale.gov.uk/meetings; at the One Stop Shop, Futures Park, Bacup, or they can be obtained from Committee and Member Services.

Agenda papers

Agendas are usually published on the Council's website 5 clear days before the meeting. For a meeting on a Tuesday the agenda should be available for inspection on the preceding Monday evening. Public copies of the agenda are available at the meeting. Please contact Committee and Member Services if you require information before the meeting or a copy of the agenda. Some items of Council business are confidential and the information is not available to the public.

Public Question Time/Public Right of Address

Public question time can last up to half an hour. Please note that you will have to attend the meeting in order to put your question to the Audit and Accounts Committee. During public question time the public have a right to ask questions on items which appear on the published agenda and guidance is given below. The Chair of the meeting will determine whether all questions will be taken during public question time, or whether they will allow members of the public to ask questions as each agenda item is taken.

What is the order of speaking at public question time?

Questions submitted in advance of the meeting will be taken first in the order that they have been submitted.

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Date last Amended	12/04/2016	Due for Review	31/07/2019

What is the deadline for submission of written questions?

Written notification of questions must be received no later than 12 noon on the day of the meeting.

GUIDANCE

Who can ask a question?

Any person who lives or works in the borough or their representative.

Do I need to give notice that I want to ask a question?

No, but it will help the Council prepare an answer to your question if you do submit it in advance. Only one question from each person can be submitted in advance of the meeting. One person should act as spokesperson for a group with a common interest.

What happens when I arrive?

You should arrive at the meeting at least 10 minutes before the start of the meeting. Please make yourself known to the Committee Officer. This allows time for an explanation of the procedures. It is usual for items for which members of the public are attending to be taken early in the proceedings.

How long may I speak for?

A time limit of 3 minutes for asking a question applies, though this may be extended if the Chair agrees. Please note that only one question from each person can be submitted.

How should I ask a question?

It is useful to prepare notes in advance to ensure that all the important points are covered. Try and be brief and to the point. Begin by giving your name and whether you are speaking as an individual member of the public or as a representative of a group. Every question shall be put and answered without discussion. Please note that statements are not permitted.

Who will answer my question?

The Chair will decide who will answer the question. The answer may be given verbally or in writing. The Chair has discretion to allow a follow up question.

What if there is no time to ask my question, or my question can't be answered at the meeting?

This is unlikely, however if this occurs you may leave a written question with the Committee Officer. If your question requires further research and cannot be answered at the meeting, then your question will be answered in writing after the meeting. Questions will normally be answered within 10 working days.

Responsible Section/Team	Committee and Member Services	Version/Status	1
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Date last Amended	12/04/2016	Due for Review	31/07/2019

Scope of questions

The Chair may reject a question if the following applies:-

- It is not a matter for which the Local Authority has a responsibility.
- It requires the disclosure of exempt or confidential information.
- It is defamatory, frivolous or offensive.
- It is substantially the same as a question which has been asked at a meeting of the Council or its committees in the past six months.

What if I have submitted a question, but I am unable to attend?

If a questioner who has submitted a written question is not present, then a written response will be provided.

Some questions are not allowed

You may not ask a question in furtherance of your own particular circumstances. These should be taken up with officers or councillors outside of the meeting. Nor may people ask about a matter where there is a right of appeal to the courts, tribunal or to a Government minister. You may not ask a question about the service of any person employed by the Council.

Do not make derogatory or defamatory statements. The Chair may disallow any question that, in his or her opinion, is improper, vexatious irrelevant or otherwise objectionable.

Conduct at meetings

Once the meeting has started you are not permitted to approach or engage with members or officers. Members of the public cannot take part in the debate or decision making and may not question members or disrupt the meeting.

The laws of slander are very complex and serious. If you say something defamatory in public about a person that is untrue, even if you believe it to be true, you may be at personal risk of legal action. You should very carefully consider any criticisms you wish to make about people when speaking at Council and committee meetings. The Chair can ask a speaker to stop speaking and/or leave if the speaker behaves inappropriately.

Do I have to stay for the full meeting?

If you have come to listen to a particular item, you are very welcome to stay for the rest of the meeting. If you do wish to leave, we ask that you do so quietly so as not to interrupt the proceedings.

When will the minutes of the meeting be published?

The minutes of meetings are usually available 4 working days after the meeting and agreed at the subsequent meeting.

Responsible Section/Team	Committee and Member Services	Version/Status	1
Responsible Author	Committee and Member Services Manager	Date Agreed / Agreed At	26/02/2014 Council
Date last Amended	12/04/2016	Due for Review	31/07/2019

Procedure for Public Speaking: Overview and Scrutiny

12/04/2016

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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The Overview and Scrutiny Committee wants to hear the views of the public in relation to the business on its agenda, and the public are therefore encouraged to participate in the proceedings. It is also important, of course, to manage the conduct of the meeting effectively, so the following basic rules apply to the participation of the public in the meeting.

- At an appropriate point in the consideration of each item (usually after the committee members have raised questions but before the committee reaches its conclusions), the Chair will invite questions, statements or comments from members of the public. These must relate directly to the item being discussed.
- Each member of the public is limited to speaking for a maximum of three minutes during the meeting. This is to ensure that everyone has a reasonable opportunity to do so. Where many people wish to speak on a particular item, the Chair may use his/her discretion in further limiting the number and length of contributions in the interest of the efficient conduct of business.
- All questions/comments from the public should be directed to the Chair who, where appropriate, may request another member or an officer to reply.
- No question may be asked on a matter which is the subject of legal proceedings, an appeal or an investigation, nor in relation to the employment or conduct of an individual employee or member of the council.
- The Chair will not allow any question, statement or comment which in his/her opinion is defamatory, irrelevant, repetitive, objectionable or improper. This includes questions that are of a personal nature.
- Speakers are not required to identify themselves, but may wish to do so where this is relevant to the matter in hand.
- In the unlikely event that a member of the public interrupts the proceedings, the Chair will warn him/her and, if the interruption continues, the Chair will order his/her removal from the meeting.

If you would like any further information or have any queries, please contact:

Committee and Member Services
 Rossendale Borough Council
 The Business Centre
 Futures Park
 Bacup
 Lancashire
 OL13 0BB
 Tel: 01706 252426
 Email: democracy@rossendalebc.gov.uk

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Part 6 Page 263 –

Members Allowances Scheme

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as special responsibilities in respect of which special responsibility allowances are payable in the amounts stated.

LEADERS/DEPUTY LEADERS	£
Leader of the Majority or Largest Group	13,368
Deputy Leader of the Majority or Largest Group	10,026
Leader of the Minority or Second Largest Group	6,684
CABINET MEMBERS	
Cabinet Member	6,684
COMMITTEE CHAIRS	
Overview and Scrutiny Committee	3,342
Audit and Accounts Committee	3,342
Development Control	3,342
Licensing	3,342 <u>1,671</u>

COMMITTEE VICE-CHAIRS

Development Control (*a one off payment will be made for each meeting where the Vice-chair is required to chair the full meeting).	*150
Licensing (*a one off payment will be made for each meeting where the Vice-chair is required to chair the full meeting).	*150 <u>1,671</u>