

Causeway Coast & Glens Borough Council

To: Corporate Policy and Resources Committee

RECEIVING DEPUTATIONS AT COUNCIL AND
COMMITTEE MEETINGS

17th November 2015

For decision

Linkage to Corporate Plan	
Strategic Priority	Leader and Champion
Objective	Establish key relationships with partners ... to deliver our vision for this Council area
Lead Officer	Director of Performance
Cost: (If applicable)	

1.0 Receiving Deputations at Council Meetings

1.1 Background

Causeway Coast and Glens Borough Council, operating in Shadow Form, adopted a Protocol for Receiving Deputations in August 2014 (attached Appendix 1).

Council has requested that the current procedure for receiving deputations is reviewed.

1.2 Options

Some suggested options for consideration by Committee are outlined below, but Committee may choose to put forward alternative options.

Option 1

No change

The Protocol, attached, is Council's current procedure.

Option 2

Only statutory bodies, for example, Northern Ireland Housing Executive, Transport NI, Northern Ireland Water, Northern Health and Social Services Trust etc are received at Council meetings.

Option 3

Other requests to present to Council are taken to a Special Meeting of Council held on a 5th Tuesday, limited to 2 presentations per meeting.

Option 4

Other requests to present to Council are taken monthly on, for example, the 2nd Wednesday of each month, limited to 2 presentations per meeting.

2.0 Recommendation:

It is recommended that Committee considers the options above, or alternatives, and makes a recommendation to Council.

PROTOCOL FOR RECEIVING DEPUTATIONS

1.0 Receipt of Requests for Deputations

- 1.1 In accordance with Standing Order 10 (1), deputations, from any source, shall only be admitted to address the Council provided the Clerk (Chief Executive) has received **7 day's notice** of the intended deputation and a statement of its objective.
- 1.2 Requests for deputations shall be received in writing by the Chief Executive giving clear details of the subject matter of the deputation.
- 1.3 A register will be maintained of all requests for deputations received. Each request will be date stamped on receipt and a note of the time received also recorded. An acknowledgment of receipt will be forwarded to the organisation making the request.
- 1.4 Requests for deputations shall be considered in chronological order, ie by the date and time in which they have been received.
- 1.5 Deputations relating to the business of the Planning Committee shall not be dealt with under these arrangements. The procedure for the public to address the Planning Committee have a specific separate protocol.

2.0 Allocation of Deputations

- 2.1 The Chief Executive will make an initial decision as to the most appropriate meeting a deputation should be allocated to, either a meeting of the Council or the most appropriate Committee of the Council.
- 2.2 The Chief Executive will normally advise and consult with the Mayor or Committee Chair with regard to receiving deputations.
- 2.3 Not more than one deputation shall be received at any one meeting of the Council or its Committees.
- 2.4 When a deputation has been received at a meeting of the Council or its Committees, no further deputation from the same organisation to the same or similar effect shall be received for a period of 1 year.
- 2.5 If a large number of deputations are outstanding there will be the option of arranging a special meeting of the Council for the purpose of hearing these deputations.

- 2.6 In relation to requests to receive an urgent deputation, the Chief Executive will consult the Mayor or appropriate Committee Chair on receiving this deputation.

3.0 Procedure for Hearing Deputations

- 3.1 Deputations will be received in accordance with Standing Order 11 which outlines the Order of Business at every meeting of Council.
- 3.2 Standing Orders may be suspended to allow a deputation to be heard first before the Council or Committee moves into the remaining business of the meeting.
- 3.3 Standing Order 10 (2) requires that a deputation shall be confined to the presentation of a statement, or a copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the address shall not exceed **10 minutes**.
- 3.4 A deputation shall be made up of no more than **5** representatives whose names will have been provided to Council Officers **7 days** in advance of the meeting.
- 3.5 The deputation has a total of 10 minutes in which to make its address. A further 15 minutes can be allocated to allow Members to ask questions of the deputation but, if required, this question and answer period may be extended by the agreement of Members at the meeting.
- 3.6 Following receipt of a deputation, the Council or Committee may decide to refer the matter for a report from relevant Council Officers or refer the matter for further discussion at an appropriate Council or Committee meeting.