



**DEPUTATION REQUEST FORM – CABINET OR SCRUTINY COMMITTEE /TASK GROUP MEETING**

**PLEASE PRINT THE NAME AND CONTACT DETAILS OF THE PERSON LEADING THE DEPUTATION (who must be a registered elector of this borough)**

Name:

Address:

Telephone:

E-mail:

**PLEASE GIVE THE NAMES, ADDRESSES AND SIGNATURES OF AT LEAST 9 OTHER REGISTERED ELECTORS OF THIS BOROUGH WHO SUPPORT THE DEPUTATION REQUEST**

Name

Address

Signature

**Carry on with a separate sheet if you wish. However, no more than 10 signatories may form the deputation at the meeting. You must submit the deputation request to the officer referred to on the relevant agenda at least 3 working days before a Cabinet meeting or Scrutiny Committee meeting. "Working days" does not include weekends or bank holidays. PTO**

**MEETING, DATE AND AGENDA ITEM TO WHICH THE DEPUTATION REFERS:**

Meeting:

Date:

Agenda item:

*[NB. You cannot make a deputation to a Scrutiny Committee or Task Group if you have made a similarly worded deputation within the previous six months.]*

**PLEASE GIVE YOUR DEPUTATION STATEMENT** (This is an opportunity for you to state the purpose of your deputation – you can attach additional pages if necessary).

**GUIDANCE NOTES FROM THE COUNCIL'S CONSTITUTION**

Receiving of Deputation

- (i) A deputation shall be comprised of people who signed the request and shall consist of not more than 10 people.
- (ii) One member of the deputation may address the Committee, but his/her speech shall not exceed 5 minutes.
- (iii) Members of the Committee may, during a period not exceeding 5 minutes, ask questions of any member of the deputation.
- (iv) Members of the Committee will then debate the substantive report to which the deputation refers, taking into account the issues raised by the deputation. Members of the deputation may remain for the duration of the debate if they so wish.

Limitation on Reception of Deputation

- (i) The Assistant Director (Legal and Democratic Services), in consultation with the Chairman of the Committee shall have the power to determine that a deputation is out of order in not complying with the above rules, and that it need not be considered at the relevant Committee.
- (ii) The Chairman of the Committee reserves the right to limit the number of deputations at any one meeting in order to allow sufficient time for any other business specified on the agenda.
- (iii) The Chairman of a Committee may refuse a deputation where he/she considers it reasonable to do so in the circumstances (e.g. where it is premature).

**Please send your form to the officer referred to on the agenda- the address is also on the agenda. If you wish, you can scan a completed copy of this form and send it to the e-mail address on the agenda. You can get further information from this officer.**