



LOCAL PROTOCOL FOR PUBLIC ENGAGEMENT AT COMMITTEE

SURREY COUNTY COUNCIL'S LOCAL COMMITTEE (ELMBRIDGE AREA) 19 JANUARY 2005

KEY ISSUE:

The Committee is asked to agree amendments to standing orders governing the conduct of Local Committee meetings in Elmbridge.

SUMMARY:

At its meeting on 4 May 2004 the County Council agreed that Local Committees should have discretion to develop local protocols governing public engagement within formal committee meetings. This report sets out proposed amendments to Surrey County Council Standing Orders for adoption by the Local Committee (Elmbridge Area).

RECOMMENDATION:

It is recommended that the Committee agree to adopt the two amendments to the County Council Standing Orders set out in paragraphs 3.1 and 3.2 below.

LEAD CONTACT OFFICERS: Janet Cooke, Local Director

CONTACT: 020 8541 7931
janet.cooke@surreycc.gov.uk

BACKGROUND PAPERS: Minutes of County Council meeting 4 May
2004

1 **INTRODUCTION AND BACKGROUND**

- 1.1 At its meeting on 4 May 2004 the County Council agreed that Local Committees should have discretion to operate more flexibly and approved a proposed addition to County Council Standing Orders as follows:

“Local Committees shall comply fully with these Standing Orders (Parts 2 and 3) except where they draw up local protocols allowing them discretion to make minor variations to working practices which may only relate to arrangements for public engagement, including arrangements for the presentation of petitions, public question time, etc and monitoring service performance locally.”

- 1.2 Local protocols are to be developed in consultation with the Head of Member Services and the Head of Legal Services and formally approved by the Local Committee.

2 **LOCAL PROTOCOL FOR ELMBRIDGE**

- 2.1 After discussion with County Members in Elmbridge it is proposed that the County Council Standing Orders should be followed in their entirety save for the following two amendments.
- 2.2 **Standing Order 62** sets out the arrangements for electors wishing to bring petitions to a meeting of the Executive or a committee and in paragraph 62.1 notes that 100 or more signatures are needed to constitute a petition.
- 2.3 It is proposed that if a group of local residents wish to bring a written request to the Local Committee (Elmbridge Area) but do not have the 100 signatures necessary to meet the agreed definition of a petition, then they can (at the discretion of the Chairman), present this as a representation to the Local Committee.
- 2.4 All the other conditions set out in Standing Order 62 will still apply to representations made to the Local Committee (Elmbridge Area) except that notice must be given to the Local Director rather than the Chief Executive.
- 2.5 **Standing Order 64** sets out the arrangements for the public and their representatives to address the Planning and Regulatory Committee on matters being considered by that Committee but makes no further provision for public speaking on matters before other committees of the Council.
- 2.6 It is proposed that recognised representatives of local organisations or elected borough or parish councillors shall (at the discretion of the Chairman) be allowed to speak for up to three minutes from the public gallery on reports being considered by the Local Committee (Elmbridge Area) relevant to their constituency of interest.

3. RECOMMENDATIONS

- 3.1 If a group of local residents wish to bring a written request to the Local Committee (Elmbridge Area) but do not have the 100 signatures necessary to meet the agreed definition of a petition, then they can (at the discretion of the Chairman), present this as a representation to the Local Committee.

- 3.2 Recognised representatives of local organisations or elected borough or parish councillors shall (at the discretion of the Chairman) be allowed to speak for up to three minutes from the public gallery on reports being considered by the Local Committee (Elmbridge Area) relevant to their constituency of interest.