



LOCAL COMMITTEE PROTOCOL

**SURREY COUNTY COUNCIL
LOCAL COMMITTEE (ELMBRIDGE)**

11 JUNE 2007

KEY ISSUE:

To agree the Local Committee protocol on public engagement.

SUMMARY:

The Local Committee has previously agreed a Protocol which provided for some minor variations from the Council's Constitution to provide for public engagement at the Local Committee. The Protocol needs to be formally agreed by the Local Committee annually at the first meeting of the municipal year.

OFFICER RECOMMENDATIONS:

The Committee is asked to agree the Protocol set out in Appendix A.

1. INTRODUCTION and BACKGROUND

1.1 According to the Council's Constitution:

“Local Committees shall comply fully with these Standing Orders (parts 2 and 3) except where they can 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.”

2. LOCAL COMMITTEE PROTOCOL

2.1 At the Elmbridge Local Committee meeting on 19th January 2005, it was agreed to adopt a Local Protocol for public engagement.

3. EQUALITIES IMPLICATIONS

3.1 The Protocol provides for greater flexibility for members of the public to engage with or address the Local Committee.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 An agreed Local Committee protocol is necessary to reflect any amendments to the Council's constitution.

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BACKGROUND PAPERS: None

LOCAL PROTOCOL FOR PUBLIC ENGAGEMENT IN ELMBRIDGE

1. Standing Order 64 sets out that the arrangements for electors wishing to bring petitions to a meeting of the Executive or a Committee and states that 100 or more signatures are needed to constitute a petition.
2. The Elmbridge Local Committee previously agreed that if a group of local residents wish to bring a written request to the Elmbridge Local Committee, 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. All other conditions set out in Standing Order 64 will still apply to representations made to the Elmbridge Local Committee except that notice must be given to the Area Director rather than the Chief Executive.
4. Standing Order 65 sets out the arrangements for the public to ask questions on matters being considered by the Committee. Standing Order 65.1 states that all questions should be submitted at least 7 days before the meeting.
5. The Elmbridge Local Committee previously agreed 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 Elmbridge Local Committee relevant to their constituency of interest.