



**OFFICER REPORT TO LOCAL COMMITTEE  
(ELMBRIDGE)**

**ELMBRIDGE LOCAL PROTOCOL**

**14<sup>th</sup> JUNE 2012**

**KEY ISSUE**

To agree the Local Protocol on Public Engagement for 2012/13.

**SUMMARY**

The Local Committee has previously agreed the Local Protocol on 20 June 2011, which provided for some minor variations from the Council's Constitution to improve public engagement at the Local Committee meetings. The Local Protocol needs to be agreed annually at the first meeting of the municipal year.

**OFFICER RECOMMENDATIONS**

**The Local Committee (Elmbridge) is asked to agree that:**

- (i) The Local Protocol set out in Annex A be approved for the municipal year.

## **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 draw up local protocols allowing them discretion to make minor variations to working practices which may only relate to the arrangements for public engagement, including arrangements for the presentation of petitions, public question time etc., and monitoring service performance locally”.

## **2 ANALYSIS**

The Local Protocol in Annex A is as previously agreed in June 2011.

## **3 OPTIONS**

### **3.1 The Committee can decide not to adopt the Local Protocol in its entirety and work according to the Standing Orders on public engagement as set out in the Council's Constitution. The part relating to Rights of Way however would remain as now. The Committee may also decide to modify**

## **4 CONSULTATION**

### **4.1 The Monitoring Officer has been consulted on the content of the Local Protocol.**

## **5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

### **5.1 There are no financial or value for money implications arising from this report.**

## **6 EQUALITIES AND DIVERSITY IMPLICATIONS**

### **6.1 The purpose of the Local Protocol is to ensure the Local Committee is able to engage effectively with all residents in Elmbridge or those affected by issues in the Elmbridge area.**

## **7 CRIME AND DISORDER IMPLICATIONS**

### **7.1 There are no crime and disorder implications arising from this report.**

## **8 CONCLUSION AND RECOMMENDATIONS**

- 8.1 It is recommended that the Local Committee approve the Local Protocol for 2012/13.

## **9 REASONS FOR RECOMMENDATIONS**

- 9.1 To ensure that the Local Committee can widely engage with Elmbridge residents.

## **10 WHAT HAPPENS NEXT**

- 10.1 The Local Protocol will be implemented immediately.

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**LOCAL PROTOCOL FOR PUBLIC ENGAGEMENT IN ELMBRIDGE**

- 1) Standing Order 65 sets out the arrangements for presenting a petition to a meeting of Surrey County Council and states that 100 or more signatures are required to constitute a petition.
- 2) The Surrey County Council Local Committee (Elmbridge) has agreed that if a body of its citizens wish to bring a written request to the Elmbridge Local Committee but are not electors of Surrey they may do so at the Chairman's discretion.
- 3) The body of citizens does not need to have obtained 100 signatures to meet the agreed definition of a petition and can, at the discretion of the Chairman, present this as a representation to the Local Committee.
- 4) All other conditions set out in Standing Order 65 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.
- 5) Standing Order 66 sets out the arrangements for the public to ask questions on matters being considered by the Committee. Standing Order 66.2 states that all questions should be submitted at least 7 days before the meeting
- 6) The Elmbridge Local Committee have 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.
- 7) Meetings will normally be no longer than two and a half hours, for example, meetings will commence at 4pm and end 6.30pm unless the majority of those present approve a formally seconded proposal that the meeting should be extended to enable the completion of the business on the agenda considered urgent, otherwise the business stands should be referred to the next formal meeting of the Local Committee. It is at the discretion of Chairman to decide if the reason for urgency is appropriate.

**Public Speaking on Public Rights of Way (County Council Standing Orders 67.1-10)**

1. Members of the public and their representatives may address the Local Committee on applications relating to public rights of way being considered by the Committee.
2. Members of organisations or elected representatives of parish, borough or district councils who have been formally consulted on the application are not eligible to speak in these roles.
3. Speakers must first register their wish to speak by telephone or in writing/e-mail to the Local Committee and Partnership Officer by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
4. Speakers can register their wish to speak from the time of publication of the Local Committee (Elmbridge) agenda.
5. Only those people who have previously made written representations in response to an application will be entitled to speak. Written representations must have been made at least 14 days in advance of the committee meeting to the Rights of Way Team.
6. Speakers must declare any financial or personal interest they may have in the application.
7. Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered to speak for the application and first 5 against the application being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
8. The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
9. Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
10. No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.

11. Speeches will precede the Committee's formal discussion on each application requiring the Committee's attention.
12. The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Committee, or there has been a gap of six months or more between the meetings
13. If an item is deferred, either before the meeting (but members of the public have registered to speak), or at the meeting before public speaking and any debate has taken place, then the right to speak will still exist when the application is reported to the Committee. The list of speakers will be carried forward to the meeting the application is reported back to. Those on the list will be contacted in writing and asked to confirm whether or not they still wish to speak.