

Virtual Meetings - public and visiting councillor participation protocol

If you wish to speak at any of these meetings, please contact the council at democracy@winchester.gov.uk

Public Speaking

Public speaking will be permitted at all virtual public meetings of the council unless specified to the contrary. This will be either on a specific agenda items or on general matters within the remit of the particular body.

In order to manage the virtual meeting as efficiently as possible members of the public are required to give at least **three clear working days** prior notice of their wish to address these virtual meetings (see below for further details on how to do this).

As is usual for public participation members of the public will each be limited to a maximum of three minutes, subject to a maximum of fifteen minutes allowed for the whole meeting.

To assist with the effective operation of the virtual meeting, members of the public wishing to address the meeting (whether on a particular agenda item or on a general matter) will be heard at the start of the meeting under the public participation agenda item.

No public speaking will be permitted on the same or similar topic within a period of six months.

No discussion shall take place with the person(s) addressing the meeting. The Cabinet Member and/or Chairperson may advise how, if at all, the public comments will be dealt with by noting, action or referral.

Visiting Councillors (i.e. WCC Councillors who are not members of the particular committee or a member of Cabinet)

Visiting councillors will be allowed to speak at virtual meetings of the council on agenda items or on general matters within the remit of the particular body. In order to manage the virtual meeting as efficiently as possible at least **three clear working days** prior notice must be given (see below for further details on how to do this).

On each item they wish to speak on visiting councillors will be given a maximum of five minutes, which includes their original question/comment and any additional supplemental points if allowed by the chairperson.

The Cabinet member and/or chairperson may advise how, if at all, the visiting councillors comments will be dealt with by noting, action or referral.

Registering to speak

Members of the public and visiting councillors must register to speak at least three clear working days* before the meeting day by one of the methods listed below.

**For example, if a meeting is held on a Wednesday, the deadline for registering to speak would be 5pm on the Thursday the preceding week. For Planning Committee, please register by 4.30pm.*

Please provide the following information:

- Your name and which group/organisation you are speaking on behalf of (where appropriate). Unless you advise otherwise, this information will be included in the published minutes of the meeting;
- Which meeting you wish to speak to (& the agenda item, where appropriate);
- A contact email address and telephone number (this is to enable administration of your request to speak and will not be made publically available);

Full Council, Planning Committee and Licensing Sub-Committee hearings.

Different arrangements apply to meetings of Full Council, Planning Committee and Licensing Sub-Committee hearings.

In the case of a Licensing Sub Committee hearing, should an “Interested Party” wish to join a hearing remotely, and take part they must also contact democracy@winchester.gov.uk at least three clear working days before the meeting. Please note that an “Interested Party” will have previously made a relevant written Representation to the Licensing Team, within the notice period and confirmed that they wish to be a party, intending to speak at the hearing. Please contact licensing@winchester.gov.uk for further information.

For Planning Committee, should you wish to address the meeting with regards to planning applications under consideration, please also register with the Planning Speaking Coordinator planning@winchester.gov.uk or 01962 848339 by 4:30pm at least three clear working days before the meeting.

In the case of ordinary meetings of Full Council, you are able to ask one question related to matters for which the Council has responsibility or which affect the district and must be submitted to democracy@winchester.gov.uk four clear working days preceding the day of the meeting.

Who to contact:

- Email to democracy@winchester.gov.uk
- Telephone 01962 848264

What happens next?

You will receive an email confirming you are able to take part and giving you further details about how to join via Microsoft Teams – which is the City Councils chosen virtual solution for holding of meetings. You will also be advised about meeting etiquette regarding participating in a virtual meeting and a troubleshooting guide in case of any technical issues.

For members of the public, you will be required to use the same name for joining the Teams meeting as you gave when registering to speak, failure to do so will mean you would not be allowed to virtually enter the meeting.
