

## **Meetings - public and visiting councillor participation protocol**

Members of the public and visiting councillors are welcome to attend our public meetings but current restrictions and public health guidance relating to the Covid pandemic do mean that we are asking that you give notice.

If you wish to attend a meeting (whether to speak or just observe) you are required to register in advance as this will help us to manage the meeting as efficiently and safely as possible. Members of the public and visiting councillors are required to give at least **three clear working days** prior notice (see below for further details on how to do this). Please note that different deadlines apply to meetings of Full Council and Licensing Sub-Committee hearings when addressing these meetings.

**If you wish to attend and/or speak at any of these meetings, please contact the council at [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or 01962 848 264.**

Please note that you are able to listen in live to most council meetings via [www.winchester.gov.uk](http://www.winchester.gov.uk) and a video recording will be available shortly after the meeting.

### **Public Speaking**

Public speaking is welcomed at all 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 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 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 meeting, members of the public wishing to speak will be heard at the time of the relevant agenda item.

Please note that to help minimise the numbers present in the room throughout the meeting, members of the public may, following their addressing the meeting, be asked to leave the meeting room. You will be invited to listen to the remainder of the meeting proceedings via the audio stream.

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.

## **Observing a meeting**

Please note that if you wish to attend a just to observe, you are still required to register in advance as this will help us to manage the meeting as efficiently and safely as possible. Members of the public and visiting councillors are required to give at least **three clear working days** prior notice (see below for further details on how to do this).

## **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 meetings of the council on agenda items or on general matters within the remit of the particular body. In order to manage the 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.

Visiting councillors will be invited to contribute at the time of the relevant agenda item and, depending on the numbers of others of people in the room, may be asked to leave the meeting room after speaking.

Visiting councillors will be able to listen to the remainder of the meeting proceedings via the audio stream.

## **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.*

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](mailto: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](mailto: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 register with the Planning Speaking Coordinator [planning@winchester.gov.uk](mailto:planning@winchester.gov.uk) or 01962 848339 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](mailto:democracy@winchester.gov.uk) four clear working days preceding the day of the meeting.

### **Who to contact:**

- Email to [democracy@winchester.gov.uk](mailto: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 the arrangements for attending a meeting.

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