

BURNLEY BOROUGH COUNCIL REQUEST TO SPEAK AT FULL COUNCIL/THE EXECUTIVE/COMMITTEES AND SUB COMMITTEES

The completed form should be emailed to [democracy@burnley.gov.uk](mailto:democracy@burnley.gov.uk) or returned to the Town Hall, Manchester Road, Burnley, no later than 5pm the day before the meeting.

You should assume your request has been accepted unless you hear from us

All meetings of the Council and its Committees start at 6.30pm

NAME:	
ADDRESS:	
CONTACT NUMBER:	
EMAIL ADDRESS:	
I WOULD LIKE TO SPEAK AT THE MEETING OF (insert name of meeting and date) ON THE FOLLOWING ISSUE (Please insert title of agenda item)	
A SUMMARY ACCOUNT OF THE POINTS I WISH TO RAISE ARE: Please note that if the issue relates to a request for a service rather than policy please state if the request has previously been submitted to the Council and what was the outcome.	

GUIDANCE OVER THE PAGE PUBLIC QUESTION TIME AT FULL COUNCIL/THE EXECUTIVE/COMMITTEES WHAT YOU NEED TO DO IF YOU WISH TO HAVE YOUR SAY AT A MEETING 'Public Question Time' will be held during the first 30 minutes of the Council and Executive meeting, and the first 15 minutes of a Scrutiny Committee meeting.

Members of the public may ask a question, make a statement or present a petition, in accordance with the petition Scheme, at a Council meeting provided notice on this form (including receipt by fax or e-mail) has been received by the Head of Governance, Law & Regulation by 5.00pm on the day before the meeting.

A person asking a question, making a statement or presenting a petition will be allowed a maximum of 5 minutes to speak.

The relevant Executive Member or the Chair (or if absent the Vice Chair) of the appropriate Committee or Sub-Committee will reply initially. The Executive Member, Chair (or Vice Chair) will have a final right of reply.

Where there is more than one speaker on the same issue the Mayor may, in the interests of the efficient conduct of the meeting, restrict those speaking to one speaker for and one speaker against a proposal or a reduced period of time so that not more than 10 minutes is taken up by speakers on that issue. If it has not been possible to deal with all the questions or statements received during the time allowed, arrangements will be made to send a written reply as soon as possible.

A record of all people making representations will be included in the Minutes of the meeting.

The Mayor will have discretion to disallow any representations especially those which seem defamatory or discriminatory, vexatious, frivolous or otherwise not within the spirit of the Council's right to speak policy, in the opinion of the Mayor/chair of the meeting.

Where the person (or nominee of that person) asking a question, making a statement or presenting a petition is a party to a complaint or proceedings against the Council which are currently before a Court, Tribunal, Inquiry or the Ombudsman, or any matter which is awaiting determination by the Council acting under its regulatory powers, then that person or nominee is excluded from these provisions, whether the subject of their request to speak is related to the complaint, proceedings or determination.

Public question time shall not be used to raise any matter which has been raised within the previous 6 months, unless it can be shown that the Council has not delivered on an undertaking given in response to the previous question, or that the circumstances have changed significantly since the original question was asked.

Questions relating to individual decisions made by the Council, Executive or any of its Committees may only be raised within 12 months of the decision being made.

Not more than 10 minutes will be allowed for debate.