

By: Head of Democratic Services
To: Cabinet Scrutiny Committee – 25 October 2006
Subject: GUIDELINES FOR MEMBERS OF THE PUBLIC
WHO WISH TO ADDRESS THE COMMITTEE
Classification: Unrestricted

FOR DECISION

- 1 At its last meeting, the Committee asked me to suggest guidelines to be given to outside speakers which would allow members of the public to participate meaningfully in the scrutiny process, without interfering with the efficient conduct of the Committee's business.
- 2 The following are suggested as possible guidelines to be issued by the Committee to members of the public who wish to address the Committee on a particular topic:-
 - (i) all requests from members of the public to address the Committee will be decided by the Chairman of the Committee, following consultation with the Spokesmen;
 - (ii) only one member of the public normally to be allowed to address the Committee on any specific issue;
 - (iii) any member of the public allowed to address the Committee must put their views in the form of a written statement (500 words maximum) which must be sent to the Head of Democratic Services (preferably by e-mail) at least 2 days before the meeting. The written statement will then be circulated to Members of the Committee in advance of the meeting if at all possible;
 - (iv) each member of the public will be allowed to address the Committee for up to 5 minutes to summarise their concerns, and amplify – but not repeat – any points in their written statement;
 - (v) each member of the public will then be allowed up to 5 minutes to ask questions of the witnesses (the 5 minutes does not include the time for the answers to be given). These questions should be used to seek genuinely new information. Questions must not be asked to which the member of the public already knows the answer.

- 3 Please note that these guidelines would not apply to non-Members who are invited by the Committee to give evidence to it. Such witnesses would, like KCC Member and Officer witnesses, be invited to make a brief introductory statement if they so wished, and then be asked to answer the Committee's questions.
- 4 As well as considering the suggested guidelines, Members may also wish to consider how to encourage more members of the public to participate in the scrutiny process by attending meetings to give their views to the Committee on the topics under scrutiny.

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Background Documents: None