

Appendix 1

PUBLIC PARTICIPATION AT MEETINGS

Members of the public have a right to attend most meetings arranged by the Council.

In addition, up to 30 minutes is set aside at the start of each ordinary meeting of Council, Executive Committee, Planning Committee, Audit Committee, Standards Committee and Overview & Scrutiny Committee for public participation when members of the public can ask questions, make a statement or present a petition. The Area Development Control Committees have a separate public speaking scheme, please refer to Appendix 2 of the Council's Constitution.

Any topic related to Committee business can be raised at meetings of the Executive Committee, Planning Committee, Audit Committee and Standards Committee, whilst any issue that affects the general economic, social or environmental well-being of the community can be raised at ordinary and extraordinary meetings of Council and meetings of the Overview & Scrutiny Committee. Five minutes per person is allowed to address the Committee.

At the beginning of the meeting the Chairman will, invite members of the public present to speak if they wish. If there are several people wishing to speak on the same topic, the Chairman may ask one person to speak on behalf of the others.

You should, if you are able, stand to speak and should address the Chairman of the meeting. If you have any special requirements, please contact Democratic Services before the meeting (01684 862272 or committee@malvern hills.gov.uk) and arrangements will be made to help you as far as possible.

One supplementary question or statement is allowed, provided it relates directly to the issue raised in the first question or statement.

When the statement is completed or at the end of 5 minutes, whichever is first, and at the absolute discretion of the Chairman, he/she:

- will respond, or if it is a meeting of Council, will invite the Leader of Council or other appropriate Councillor to respond;
- may invite an appropriate officer to respond;
- will advise you if the subject raised needs research or verification of facts/detail and will give an assurance that a written response will be sent within 10 working days of the meeting.

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