

The Council has a public participation scheme which allows members of the public to speak at meetings of the Licensing and Safety Committee.

This leaflet explains when you can speak and what will happen at the meeting.

### **Q1 When is public speaking permitted?**

Speaking is only permitted when:

- i) A written notification of request to speak at the Committee is received by Democratic Services by 1200 noon on the Tuesday prior to the meeting, and
- ii) The notification indicates whether or not the person intends to speak for or against the officer recommendation.

### **Q2 What will happen at the Committee?**

- i) The Committee may hear one representative for the motion and one representative speaking against the motion.
- ii) The speaking rights will be given to the first person registering on the understanding that their details will be passed on to any other party who registers a similar interest, in the expectation that the parties will liaise and a joint statement will be made.
- iii) The speakers must attend the meeting and report to the Committee officer not less than 15 minutes prior to the start of the meeting.

### **Q3 What is the order of speaking?**

- (i) The Licensing Officer will introduce the report and set out the recommendations.
- (ii) The Chairman will invite firstly the registered speaker for the motion to address the Committee for a maximum of 3 minutes followed by any registered speaker against the motion. This will be strictly enforced. The speaker will not be allowed to ask questions of Councillors, Officers or others.
- (iii) Members of the Committee may ask the speaker for clarification on any of the points raised.
- (iv) The presenting Officer will be invited to comment upon any of the points raised by the speakers before the Committee continues with its deliberations.

### **Q4 What will be permitted?**

A maximum time of 6 minutes in total public speaking will be permitted per item.

### **Q5 What will I be able to speak about?**

Time is limited so comments to the Committee should, to make best use of time, be restricted to matters relevant to the content of the report.

### **Q6 How do I arrange to speak at the meeting?**

To speak at the Committee you must register with the Council by 12 noon on the Tuesday before the Committee meeting.

Speakers are registered on a "first-come" basis and unless the first speaker gives up that right, no other person may speak for or against the item. The register is kept at Easthampstead House and the speaking rights are given to the first name entered.

To register, you must contact Democratic Services at the address/telephone number on the back of this leaflet during normal office hours. The officers will not knowingly pass your details onto the media. You must give your name, address, daytime contact number and agenda number.

You must agree that the Council can provide your contact details to any subsequent person wishing to speak in a like-minded manner, ie: for or against the recommendation, in order for all objections to be covered.

If the right to speak has already been given, you will be provided with details of the person already registered to speak so that you can liaise with them. If the arrangements are to change, this is a matter for the approved speaker(s) to resolve and inform the Council accordingly, prior to the meeting.

## Q7 What do I do on the evening?

If registered to speak, you must arrive in the Council Chamber by 7.15pm on the day of the Committee. The Democratic Services Officer will be present at the Committee meeting. You must report to him/her when you arrive. If you fail to do this, you may not be permitted to speak.

When the Committee reaches your item, the Chairman will call you to speak.

You may use the PA system in the Chamber. No other facilities will be provided by the Council. You can leave any supporting information for the committee.

The report will not be deferred if the registered speaker does not attend the Committee meeting.

## Q8 What happens after the decision is made?

There is no appeal against the decision of the Committee although with some items there may be further opportunities for consultation through legal provisions.

## Q9 Where is the meeting?

The Licensing and Safety Committee meets usually on a Thursday at 7.30pm in the Council Chamber at Easthampstead House, Town Square, Bracknell, RG12 1AQ. Details are available on our website.

Car parking is usually available at Easthampstead House.

This leaflet is intended to answer most of your questions about public speaking at the Licensing and Safety Committee. However, if you need further information and advice, or you would like a copy of this leaflet in large print format, another language or Braille, please contact the Council.

For further information or to register for public speaking, please contact:

Democratic Services  
Bracknell Forest Borough Council  
Easthampstead House  
Town Square  
Bracknell  
RG12 1AQ

Tel: 01344 352000

[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

Environment,  
Culture and  
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Department



# Speaking to Reports at Licensing and Safety Committee Meetings

