SECTION 20

20. GUIDES TO PUBLIC SPEAKING AT COMMITTEES

20.1 Guide to Public Speaking at Planning Committee

The provisions within this document will apply to all Planning Committee meetings that are determined by the Council / Chair to take place on a virtual only or hybrid (i.e. remote attendance) basis.

Persons considering speaking at a Planning Committee meeting, should have prior regard to the Council's Multi-Location Meeting Policy, which can be found using this link.

N.B. It is important to recognise that meetings determined by the Council / Chair to take place on a virtual only or hybrid (i.e. remote attendance) basis will be subject to live web transmission ("livestream").

Written Representations on Planning Applications which are contained within the Agenda of the latest published meeting and which are to be determined by the Planning Committee

Wherever possible, objections or representations to planning applications should be made in writing. Written representations on planning applications received up until 12.00 noon on the day before Planning Committee (the Wednesday of Committee week where meetings are held on Thursday) will be accepted and made available for public inspection. Written representations are welcome in both English and Welsh.

Representations received too late to be included in the committee report within the published agenda papers but received before 12 noon the day prior to the meeting day will be circulated to Planning Committee Members the evening before the Committee day and labelled as 'Matters Arising.' Hard copies of the Matters Arising will also be available for the public at the meeting itself.

Hard copies of agendas and reports must be available for the public if meetings are held physically and the Council is also required to make public access provision for members of the public who cannot access documents, for example by providing access to computers, limited copies of documents at meetings or via a fee or making documents available for inspection at the Civic Offices, by contacting Democratic and Scrutiny Services via the main reception desk.

The Agenda Papers for the relevant meeting are published electronically at least 9 days (including weekends) prior to the date of the Committee Meeting.

Verbal Representations on Planning Applications which are contained within the Agenda of the latest published meeting and which are to be determined by the Planning Committee

There will be occasions when applicants or objectors, or both, may wish to make verbal representations to the Planning Committee. Verbal representations (public speaking) are welcome in both English and Welsh. Any Representations will be heard by the Committee but not debated upon. In such circumstances, the following procedure will apply.

It is necessary to have sufficient advance warning of speakers to gauge the likely overall public attendance and to offer support and advice to those unsure of how to proceed and/or wishing to address the Committee in Welsh. It may also be necessary to resolve any issues regarding nominating a spokesperson and allowing that person a reasonable timeframe to co-ordinate their response.

Unless you specifically notify Democratic Services otherwise, in registering to speak, you consent to the Council forwarding your contact details to others (of the same opinion) who wish to speak in order to assist you to nominate a single spokesperson.

Please inform the Democratic Services Team, as soon as possible on 01446 709855 or Democratic@valeofglamorgan.gov.uk, if you require any additional support to make your representations. For example, the use of a hearing loop.

The neighbour notification letter and the planning application acknowledgement letter will also both advise respondents and applicants of the right to speak at committee and it will be the responsibility of those wishing to speak to register.

Registering to Speak

The Agenda Papers for the relevant meeting are published electronically at least 9 days (including weekends) prior to the date of the Committee Meeting.

The request to speak notification period will open at 8:30am, the day after the Agenda Papers have been published and will remain open for 6 days (the first day being the day that the registration form opens). The registration period will close 5:00pm on the sixth day. Members of the public who wish to register to speak at a meeting of the Council's Planning Committee, should do so by completing the appropriate public speaking registration form by no later than 5.00pm, 3 clear working days prior to and not including the meeting day.

To register to speak you should complete the online form, which can be found at www.valeofglamorgan.gov.uk/planningcommittee

It is recognised that there will be individuals who will not have access to an electronic facility. Those individuals will be able to register to speak by telephone on 01446 709855 (they will be asked to provide the same information required on the online form) and confirmation of their registration will be provided verbally during the telephone call.

Once you have submitted your Registration Form, you will receive an automatic confirmation email informing you that your registration has been successful. Once

the Registration Deadline has passed, the Democratic Services Officer supporting the Committee will contact you to provide you with a copy of this Guide.

Speaking Time

A maximum period of 6 minutes will be allowed for those registered to speak for **or** against an application to address the Committee. This equates to a maximum of 12 minutes public speaking time per Planning Application.

Each individual speaker will ordinarily be allowed a maximum of **3 minutes** to address the Committee, provided that those speaking for **and** against will be allocated the same amount of time in total. For example, in the event that two or more persons are registered to speak against an application, where there is only one person registered to speak in favour, that person will be allocated 6 minutes to speak. This is to ensure that there is equality of time afforded to those speaking for and against any application.

If more than two people are registered to speak for or against, they are encouraged to nominate one spokesperson as the maximum 6 minutes will be allocated across all persons registered. An individual must be registered before they are able to transfer their allocated speaking time to a nominated spokesperson. The nominated spokesperson does not need to be registered.

If two or more speakers are registered to speak and no spokesperson is nominated, or no agreement is made in respect of the amount of time to be allocated between the speakers then the 6 minutes will be split equally amongst all registered speakers.

If the full 6 minutes are allocated to 2 speakers but one of the individuals does not attend, withdraws during the course of the meeting and/or nominates their speaking time to the other registered speaker then the maximum time will revert to 3 minutes, unless there are 2 speakers in opposition. If there is only 1 speaker in opposition then the opposition speaking time will also revert to 3 minutes. The time limits will be strictly observed.

Example Table:

For	Individual's Allocation	Against	Individual's Allocation	Total Speaking Time
1 Speaker	3 minutes	1 Speaker	3 Minutes	6 Minutes
2 Speakers	3 Minutes each	1 Speaker 2 Speakers	6 Minutes 3 Minutes each	12 Minutes
3+ Speakers	6 Min/No of Speakers	1 Speaker 2 Speakers 3+ Speakers	6 Minutes 3 Minutes each 6 Min/No of Speakers	12 Minutes

Where there are 3 or more speakers registered to speak on one side it is recommended that a single spokesperson be nominated as the maximum speaking time of 12 minutes will have been reached and each individual's allocation of time

will incrementally decrease.

Those persons addressing the Committee will not be allowed to hand out any documentation to Members at the Committee meeting, and no facilities will be provided or made available for presentations.

N.B. Please note that registrations to speak cannot be made on items which relate to Enforcement Action(s). Registrations to speak are only permissible for Planning Applications. However, you still have the ability to provide a written submission to the Committee on an Enforcement Action should you wish to do so subject to the timelines as set out on Page 1 of this Guide.

Who can speak?

Subject to compliance with the registration and procedural requirements set out in this guidance, the following persons are eligible to speak:

- Objectors or those expressing concerns regarding the application or their representative.
- The Applicant and/or their representative and/or at the discretion of the Applicant or their representative such other individuals who wish to support a proposal.
- A Representative of a Town or Community Council; and
- Any Councillor elected to the Vale of Glamorgan Council not on the Planning Committee.

Please note that Vale of Glamorgan Elected Members are not required to register to speak and are afforded a maximum of **5 minutes** speaking time irrelevant of the number of Members wishing to speak.

Town and Community Councillor Representatives must register to speak and are afforded a maximum of 3 minutes speaking time to represent their individual Council irrespective of other persons registered to speak. The individual registered to speak on behalf of the Town or Community Council must be nominated by the Proper Officer of the Council i.e. the Town or Community Council Clerk or acting equivalent by way of an email sent to Democratic@valeofglamorgan.gov.uk. Only one representative from each Town and Community Council may speak on any given application. Where there are cross boundary applications being considered, Town and Community Councillors from each area will have 3 minutes speaking time at the Committee.

School Governors that have registered to speak either for or against a planning application relating to their school should disclose their role as a School Governor to the Democratic Services Officer by midday the day before the Planning Committee meeting. Failure to inform the Democratic Services Officer before the Planning Committee meeting may affect a person's right to speak.

Matters Considered Relevant

Planning decisions should be made based on material planning considerations and should not be based on immaterial considerations. Speakers should have regard to this and can find further relevant information at
www.valeofglamorgan.gov.uk/planningcommittee

Running Order of Committee

The running order will be as follows (subject to the provisions set out above applying in the event of there being more than one person registered to speak for or against the application):

- At the meeting, the Planning Officer will present the report and address any Matters Arising.
- Those objecting to the application will be asked to make their representations. Those speaking will not be allowed to ask any questions of Officers or the Committee. Members of the Committee who wish to ask any points of clarification may do so at the end of the allocated speaking period, however, they should not interrupt or otherwise question the speaker(s) in any way.
  A Point of Clarification relates directly to the representations provided by the Speaker and seeking clarity on what has been said. It is not an opportunity to ask the speaker questions on the merits of the application. The objective is to ensure that Committee members have fully understood the intent and context of the Speaker's representations.
- Any Vale of Glamorgan Councillor that has declared a prejudicial interest is still entitled to speak on a Planning Application in accordance with the Council's Code of Conduct but must withdraw from the meeting prior to Committee debate. A time limit of 5 minutes will apply. N.B. Any Member of the Planning Committee with a prejudicial interest will not be able to vote on the Planning Application itself in line with the Council's Code of Conduct.
- Any Councillors of the Vale of Glamorgan Council not on Planning Committee will then be entitled to address the Committee, subject to a time limit of 5 minutes per Councillor.
- Any Town and Community Council Representatives will then be entitled to address the committee, subject to a time limit of 3 minutes per Councillor.
- Those supporting the application will then be asked to make their representations. Those speaking will not be allowed to ask any questions of Officers or the Committee. Members of the Committee who wish to ask any points of clarification may do so at the end of the allocated speaking period, however, they should not interrupt or otherwise question the speaker(s) in any way.
  A Point of Clarification relates directly to the representations provided by the Speaker and seeking clarity on what has been said. It is not an opportunity to ask the speaker questions on the merits of the application. The objective is to ensure that Committee members have fully understood the intent and context of the Speaker's representations.

- The Council's Officers may then comment on the representations made and the merits of the application.
- The Committee will proceed to debate the application and make a decision. The Planning Officer or Legal Officer may be asked by the Chair to address any issues raised during the debate. The minutes of the meeting will include the reasons for the decision.
- There will be no right of reply and no requirement for speaking to be "balanced" if there is no registered speaker in a certain slot.

N.B. Agents/Applicants are requested to consider the merits of speaking at the Committee meeting when the application is recommended for approval and where no one objecting has registered to speak.

Agents/Applicants are encouraged to register to speak during the registration window and then withdraw their registration prior to the meeting, should they only wish to speak if there is a speaker in opposition. Once the registration window has closed, the Democratic Services Officer will be able to confirm the number of registered speakers for the application as a whole but will not provide any specific information on the speakers themselves.

Joining Remotely or Physical Attendance

Planning Committee meetings will be livestreamed over the internet (webcast) allowing members of the public to watch the meeting remotely either live (at the time the meeting takes place) or on-demand (at a later date). Members of the public who have registered to speak will be notified of this fact prior to the meeting.

Hybrid meetings will be held in the Council Chamber of the Civic Office in Barry.

Members of the public that have successfully registered to speak, will be able to join remotely or have the option to attend in person. Members of the public should advise Democratic Services of their joining preference within 24 hours of the meeting start time.

For remote attendees and those that have registered to speak, they should join the Committee meeting 15 minutes before the published start time. Remote attendees will be sent a joining link from the Easy Conference Connect meeting platform for the meeting at least 1 hour before the meeting start time. The joining link will be unique for each individual speaker and participant, so the link should not be shared or forwarded onto to another person.

For physical attendance, registered speakers should arrive at the Council Chamber at least 15 minutes before the published start time. A Democratic and Scrutiny Services Officer will seat the registered speaker accordingly in the Council Chamber and, at the appropriate time, the Chair will ask them to activate their desk microphone so that they may be clearly seen and heard.

On occasions where physical space for attendance at a meeting may be limited or where there may be technological issues, the Chair of a meeting, essential officers

supporting the meeting and simultaneous translators will be afforded priority for attendance in the Council Chamber.

Deferred Applications

If an application is deferred at a Committee meeting on the basis that further information, a site visit and/or analysis is required, the same procedure for public speaking will apply when the application is considered at the subsequent Committee meeting(s). **Therefore, individuals who were registered to speak on an application that has been deferred by the Committee will need to re-register ahead of the next meeting when the application will be re-considered.**

Other information

If a member of the public interrupts proceedings, the Chair will warn the person concerned (section 4.28 Council Constitution). If they continue to interrupt, the Chair will order their removal from the meeting.

This procedure does not apply to Planning Committee site visits, where no public speaking is allowed.

When confidential ("Part II") items are under consideration by the Planning Committee, the Chair will ask all members of the public and the press to vacate the meeting room (whether by Remote, Hybrid or Physical means) before continuing with the agenda. Any recording of the meeting will also cease.

Planning Meetings will be conducted in line with the Council's Code of Conduct for Members at Section 19 of the Council's Constitution and the Conduct of Members – The Principles at Appendix 1 to Section 19.

20.2 Guide to Public Speaking at a Scrutiny Committee Meeting **

The Vale of Glamorgan Council recognises that members of the public can make an important contribution and be a valuable source of information. The Council therefore encourages the active participation of all residents within its Scrutiny function.

This Guide provides information on what members of the public can expect when participating in a Scrutiny Committee meeting.

This Guide has been drafted having regard to the Vale of Glamorgan Council Multi-Location Meetings Policy:

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Multi-Location-Meetings-Policy/Multi-Location-Meetings-Policy.aspx

Please note this Guide only covers general business items under consideration by the Scrutiny Committees, and therefore items included within the published agenda.

Where an issue of major public concern/interest arises, separate arrangements will apply. Speaking time will be determined by the relevant Chair of the Scrutiny Committee, based on the level of public interest.

1. What is Scrutiny?

1.1 The Council's Scrutiny function provides an opportunity for Elected Members ("Councillors") to examine the services that the Council provides and to ask questions on how decisions have been made. Scrutiny Committees must also make arrangements to listen to the views of the public and the community. One of the roles of the Scrutiny Committee is to take account of those views when considering the relevant issue and, if considered appropriate, to pass those views on to the Council's Cabinet for their consideration.

1.2 It is important to be aware that the Scrutiny Committees do not deal with individual queries, concerns or complaints and that a Scrutiny Committee meeting is a meeting held in public, but it is not a Public Meeting.

1.3 The Council has four Scrutiny Committees:

Start Well Scrutiny Committee

This Committee deals with areas that support children and young people to achieve the best start in life, such as schools, post 16 education skills and training and Additional Learning Needs (ALN). The Committee's Terms of Reference highlight areas covered by the Committee.

Live Well Scrutiny Committee

This Committee deals with supporting vulnerable people such as Adult Services, Children's Services and homelessness, and improving individual wee-being through services such as libraries, arts, culture, leisure and sports.

The Committee's Terms of Reference highlight areas covered by the Committee.

Place Scrutiny Committee

This Scrutiny Committee deals with how we make our area and the wider environment the best it can be, with Waste Management, Leisure Facilities, Highway Maintenance, Planning (but not matters such as planning applications), Transportation and Economic Development. The Committee's Terms of Reference highlight areas covered by the Committee.

Resources

This Scrutiny Committee deals with Corporate Health such as the internal working of the Council and its finances.

2. Where and When do Scrutiny Committees Meet?

2.1 Each of the Council's four Scrutiny Committees meet approximately 6 times a year. All Committees also come together twice a year to consider performance against the Corporate Plan. Meetings usually commence at 6:00 pm.

All Scrutiny Committee meetings are held on a remote basis only unless a matter of County wide interest has been determined by the Chair of the Scrutiny Committee in conjunction with the Chief Executive.

For any meeting held face-to-face or on a hybrid basis, individuals that attend physically will meet in the Council Chamber of the Civic Offices in Barry. However, on occasions, an alternative venue may be used (e.g. the Start Well Scrutiny Committee may meet at a school).

A schedule of all the Scrutiny Committee meetings for the current Municipal Year (May to April) is available on the Council website at the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/minutes,_agendas_and_reports.aspx

2.2 The provisions within this document will also apply to any Scrutiny Committees that are determined by the Council / Chair to take place on a virtual only or hybrid (i.e. remote attendance) basis.

3. Livestreaming of Meetings

3.1 Section 46 of the Local Government and Elections (Wales) Act 2021 requires that Local Authorities shall ensure that meetings of a Principal Council are broadcast live and are available to view electronically save for when the meeting is not open to the public. The livestreaming (webcast) of the meeting shall be published on the Council's website and archived thereafter for future viewing.

3.2 Section 47 of the Act requires Local Authorities to make and publish arrangements that ensure that Local Authority meetings are able to be held by

means of any equipment or other facility which enables meeting participants who are not in the same place to attend the meetings (hybrid method) and be able to speak to and hear each other. This provision came into force on 1st May 2021. From 5th May 2022 meeting participants must not only be able to speak to and hear each other but, for meetings which are required to be broadcast, participants actively taking part in the meeting must also be able to see and be seen by each other.

3.3 Scrutiny Committee meetings will be livestreamed over the internet allowing members of the public to watch the meeting remotely either live (at the time the meeting takes place) or on-demand (at a later date). Members of the public who have registered to speak will be notified of this fact prior to the meeting.

4. How do I get my Representations Heard?

4.1 Your representations at a Scrutiny Committee can be heard via two ways. If you choose, you can request to speak at a Scrutiny Committee or alternatively, you can send in your written representations. The procedure for submitting written representations can be found in section 15 of this Guide.

5. Who Can Speak?

5.1 Anyone who lives or works in the Vale of Glamorgan and who has registered in advance, is entitled to speak at a scheduled meeting of one of the Council's Scrutiny Committees.

5.2 The meeting is not a question and answer session and speakers will be asked to make their verbal representations relevant to the topic and to avoid repetition.

5.3 The number of public speakers will be limited and this will be dependent on the number of registrations received.

5.4 In the event that a person aged under 16 years of age wishes to speak at a Scrutiny Committee meeting, they must be accompanied by an adult aged 18 or over.

5.5 Where appropriate, Expert Witnesses with specific knowledge or experience can be asked to address the Scrutiny Committee on a particular matter. When a witness is requested to give evidence, then the amount of speaking time allocated will be determined by the Chair. **This will not affect the amount of public speaking time.**

5.6 Town and Community Councillor Representatives must register to speak and are afforded a maximum of 3 minutes speaking time to represent their individual Council irrespective of other persons registered to speak. In relation to this Guide, they are considered to be members of the public. The individual registered to speak on behalf of the Town or Community Council must be nominated by the Proper Officer of their Council i.e. the Town or Community Council Clerk or acting equivalent by way of an email sent to

Democratic@valeofglamorgan.gov.uk. Only one representative from each Town and Community Council may speak on any given agenda item.

5.7 Officers of the Vale of Glamorgan Council and / or any representatives they have nominated to present reports to the Scrutiny Committee on their behalf are not required to register to speak and are not subject to allocated speaking times.

6. How Long do I Have to Speak?

6.1 For each agenda item, there will be a **maximum of 15 minutes** speaking time **in total** for members of the public (provided they have registered to speak). In the event of multiple requests to speak, the Chair will usually allow up to a maximum of **5** individual speakers per agenda item (i.e. **3** minutes per speaker). Individual speakers who have registered to speak will be limited to **3** minutes in respect of an agenda item.

6.2 Where multiple requests to speak have been received, which is greater than the usually permitted maximum of 5 individual speakers, then the speaking arrangements will be based on the level of public interest and the amount of speaking time determined by the Chair.

This Guide does not apply to Vale of Glamorgan Elected Members, as they are subject to the procedures of the Council's Constitution, which entitles them to speak with the permission of the Committee.

7. What Can I Speak on at the Meeting?

A member of the public, speaking on an agenda item must address their speech to the item they have registered to speak upon on the agenda and cannot address other agenda items or unrelated business.

They should ensure that:

- Comments are clear and concise and are directly related to the agenda item on which they have requested to speak;
- Avoid repeating points made previously by any earlier public speakers;
- Views are limited to the advantages or disadvantages of the item and highlight how the item could affect the delivery of services to specific user groups of citizens in the Vale; and
- Comments are not defamatory, discriminatory or contain offensive language.

8. What Can't I Speak on at the Meeting?

8.1 The right of the public to speak applies to all items on the agenda with the exception of the following:

- Apologies;
- Declarations of Interest;
- Previous Meeting Minutes;
- If an agenda item has been withdrawn or deferred;
- Any agenda item that is not accompanied by a written report or any agenda item for which the Chair has exercised their discretion to withdraw the right of public speaking, e.g. a presentation; and
- When confidential ("Part II") items are under consideration by the Scrutiny Committee, the Chair will ask all members of the public and the press to vacate the meeting room (whether by Remote, Hybrid or Physical means) before continuing with the agenda. Any recording of the meeting will also cease..

8.2 The right to speak does not include the right to ask any questions of any Elected Member, Officer of the Council, invited attendees / witnesses or any other registered speaker.

8.3 The Chair of the Committee will have the discretion to stop a speaker before their allotted time has concluded if, in the Chair's view, the speaker is making any comments that are, or appear to be:

- defamatory,
- discriminatory,
- contain offensive language,
- are contrary to the procedures laid out in the Scrutiny Public Participation Guide,
- are unrelated to the agenda item under consideration, or
- constitute behaviour otherwise not appropriate for a Scrutiny Committee meeting.

If a member of the public interrupts proceedings, the Chair will warn the person concerned (Section 4.28 Council Constitution). If they continue to interrupt, the Chair will order their removal from the meeting.

9. Attendance at the Meeting

9.1 Members of the public who have registered to speak, are asked to join the remote meeting room, or arrive at the Council Chamber 15 minutes before the scheduled start time of the meeting and should inform the Democratic and Scrutiny Services Officer of their arrival.

10. Where Do I Sit?

10.1 For remote meetings, when a registered speaker joins the remote meeting room by clicking the URL joining link sent to them in advance by the Democratic and Scrutiny Services Officer, they will automatically be placed in a virtual waiting room for guests until such time that the Democratic and Scrutiny Services Officer admits them to the remote meeting room.

10.2 For face-to-face meetings, the Democratic and Scrutiny Services Officer will seat the registered speaker accordingly in the Council Chamber and, at the appropriate time, the Chair will ask them to activate their desk microphone so that they may be clearly seen and heard.

10.3 On occasions where physical space for attendance at a meeting may be limited (e.g. as a result of the COVID pandemic) or where there may be technological issues, the Chair of a meeting, essential officers supporting the meeting and the simultaneous translators will be afforded priority for attendance in the Chamber.

11. When Will I Speak?

11.1 Normally, agenda items with public speaking will usually be considered first and will take the following format:

(1) Responsible Officer from the Council to present the report;

(2) If applicable, the Cabinet Member portfolio holder to address the Scrutiny Committee;

(3) Expert Witness to provide evidence;

(4) Members of the public who have registered to speak;

(5) Other Elected Members (i.e. not members of the Scrutiny Committee); and

(6) Scrutiny Committee Members.

12. Can I Hand Out Supporting Documents or Use Visual Aids?

12.1 You cannot hand out any supporting documents at the meeting or use any form of visual aid, such as photographs or diagrams. The deadline for registering to speak or to make written representations is designed to provide

information to the Scrutiny Committee in advance of the meeting in order to allow Members to give full consideration to the points raised.

13. Once I Have Spoken

13.1 After you have finished speaking, please be aware that you may be asked points of clarification by the Committee Chair and/or Committee Members to clarify some of your comments. You must not enter into a debate with the Committee Members, as this is not a public inquiry; but rather a meeting of the Council. You will then be asked to mute your microphone and, if joining remotely, turn your camera off.

13.2 The Committee will then discuss the issue further before making any recommendation(s) to the Cabinet (or Senior Officer with delegated responsibility) they deem appropriate.

13.3 If the Chair advises that there are no further queries following your representations, you are free to leave the meeting at any time should you wish to.

> N.B. While a Scrutiny Committee will consider the comments made by public speakers and other elected Members when considering matters and forming recommendations, it has a duty to form its own conclusion as it sees appropriate.

14. How Do I Register to Speak?

14.1 The agendas for Scrutiny Committee meetings are published on the Council's website, at least 5 clear days (which includes weekends) before the date of the meeting.

Hard copies of agendas and reports must be available for the public if meetings are held physically and the Council is also required to make public access provision for members of the public who cannot access documents, for example by providing access to computers, limited copies of documents at meetings or via a fee or making documents available for inspection at the Civic Offices, by contacting Democratic and Scrutiny Services via the main reception desk.

14.2 The appropriate application form to register to speak will be available on the Council's website from 8:30 am the day after the agenda is published via the following link:

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx.

14.3 Members of the public who wish to register to speak at a meeting of one of the Council's Scrutiny Committees should apply by completing the appropriate

application form by no later than 5.00 pm three clear working days prior to and not including the meeting day.

(For example, if the meeting falls on a Tuesday, requests to speak should be received by 5.00 pm on the preceding Wednesday.

EXAMPLE						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			Agenda Published	Registration opens 8:30am		
		Registration closes 5:00pm	Clear Day 1	Clear Day 2		
Clear Day 3	Meeting Day					

It is necessary to have sufficient advance warning of speakers to gauge the likely overall public attendance and to offer support and advice to those unsure of how to proceed and / or wishing to address the Scrutiny Committee in Welsh. It may also be necessary to resolve any issues regarding nominating a spokesperson and allowing that person a reasonable timeframe to-co-ordinate their response.

14.4 To register your interest you should complete the appropriate application form, which can be found at the following web link:

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx

It is recognised that there will be individuals who will not have access to an electronic facility. Those individuals will be able to register to speak by telephone on 01446 709855 (they will be asked to provide the same information required on the online form) and confirmation of their registration will be provided verbally during the telephone call.

14.5 Requests must include details of the agenda item and the relevant Scrutiny Committee at which you would like to speak. Members of the public must also indicate in the comments box specific details of the issues they wish to raise.

14.6 Accepted applications will normally be dealt with in the order that they have been received.

14.7 Once an individual has submitted their Registration Form, they will receive an automatic confirmation email informing them that their registration has been successful. Once the Registration Deadline has passed, the Democratic and Scrutiny Services Officer supporting the Scrutiny Committee will contact the individual to provide them with a copy of this guide and to confirm their allocated speaking time.

14.8 An electronic invitation to the meeting will be sent to participants attending, irrespective of whether the meeting will be undertaken via Hybrid or Remote means, by the Democratic and Scrutiny Services Officer. The invitation is unique to the individual and should not be forwarded to another person as it will prevent the intended recipient from accessing the meeting.

15. Written Representations

15.1 We appreciate that you may find it difficult to address the Committee in person. If this is the case, we welcome written submissions of your views/opinions and these can be sent to:

Via Email: Democratic@valeofglamorgan.gov.uk

Or to the following postal address:

Democratic and Scrutiny Services
The Vale of Glamorgan Council
Civic Offices
Holton Road
BARRY
CF63 4RU

15.2 Alternatively, members of the public can use the following electronic form to submit comments or make a request for a matter to be considered by the relevant Scrutiny Committee(s): Scrutiny Review Topic Suggestion Form.

15.3 Written representations should be received by Democratic and Scrutiny Services by no later than 4.00 pm on the working day prior to the Scrutiny Committee meeting.

(For example, if the meeting falls on a Tuesday, representations should be received by 4.00 pm on the day before: Monday.)

16. Additional Information

16.1 Independent filming and recording of meetings from the Council Chamber will only be allowed if prior permission is sought in writing from, and granted by, the Chief Executive in advance of the meeting.

16.2 Speakers should advise Democratic and Scrutiny Services in advance if they have any special needs or requirements in order to participate.

16.3 Individuals who were registered to speak on a matter that has been deferred by the Scrutiny Committee will need to re-register ahead of the next meeting when the matter will be re-considered.

16.4 Scrutiny Meetings will be conducted in line with the Council's Code of Conduct for Members at Section 19 of the Council's Constitution and the Conduct of Members – The Principles at Appendix 1 to Section 19.

16.5 If you have any questions concerning public speaking at a meeting of one of the Council's Scrutiny Committees, or the submission of written representations, please contact a member of the Democratic and Scrutiny Services Team on the telephone number or email address below at least 48 hours before the meeting.

Democratic and Scrutiny Services telephone: 01446 709855

Email: Democratic@valeofglamorgan.gov.uk

Or postal address:

Democratic and Scrutiny Services
The Vale of Glamorgan Council
Civic Offices
Holton Road
BARRY
CF63 4RU