

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS						
ISSUE	AUTHORITY					
	Blackburn with Darwen (Unitary)	Blackpool (Unitary)	Burnley	Fylde	Hyndburn	Lancaster
At which bodies of the Council are the public allowed to speak or ask questions?	Council, Executive Board (Cabinet meeting) and Planning & Highways Committee	Council Development Control Committee	Executive, Scrutiny Committee and, Development Control Committee	Development Control Committee	Planning Committee	Planning & Highways Regulatory Committee
Is the public able to speak freely at meetings and ask questions or is prior written notice of questions required?	Prior written notice of questions is required.	Prior notice is required. Council – approval by the Scrutiny Management Committee. Dev Control – 12 noon on Friday before meeting (1 day)	(3 days) written notice is required for Dev Control or 1 day if an item is on the Agenda for Exec & Council	Written notice – public allowed to speak for 3 minutes per person	Special protocol in place for Planning Committee, otherwise public not allowed to speak.	Prior notice (3 days) of question at Council. Prior notice (10 days) to address Council. Registration to speak at Planning by 12 noon on Thursday before Mon meeting
Is public allowed to speak on any agenda item or only selected identified items	Executive Board – on any agenda item or selected item. Planning & Highways – just on planning applications	Council – any topic affecting the borough. Dev Control – planning applications only.	On any item in the public domain.	Planning applications	Yes	No, item for public questions - address only include if not received. Yes - Planning any objector can speak to applicant if there is an objection
Time limit allowed for speaking?	Council 5 mins Exec Board 5 mins Plan & Hwys 3 mins	Council – 5 mins Dev Control – 3 mins	5 minutes per person up to a maximum of 30 minutes.	3 minutes	3 minutes	Yes

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Is there an open 'question time' at Council/Committee meetings	An hour is allocated at the start of Full Council meetings for questions that have been received in writing before the advertised deadline. There is no question time at the other Committee meetings.	No	Yes	No	No	No
Are your meeting rooms capable of accommodating members of the public or are other public buildings used?	Yes - Town Hall meeting rooms are capable or accommodating members of the public.	Yes – Council Chamber has a public gallery. Recently refurbished committee rooms allow varied accommodation.	Yes but a maximum of 30 people.	Other buildings on occasion	To a limited degree	Council Chamber at Morecambe is the usual venue. Room is limited when full Council in session but manageable.
How are the meetings advertised/promoted.	Advert in local press and notices in municipal buildings	Website Leaflets We are looking at other ways to promote this.	Website : Notice Boards	Website	Civic Offices	Statutory notice & listed in press weekly. No real promotion. Planning leaflet enc.

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Do you operate any system of reporting feedback or responses to unanswered questions to attendees?	Departments can give a written response to any questions unanswered.	Council – the relevant Portfolio Holder replies to the issue raised.	Yes	No	N/A	Nothing for planning. Questioners at Council receive the minutes which include the response as an appendix. If question not answered a written response is sent. Addresses are referred to another body for debate - public advised where & when
Do you wish to add any other comment?				The Council is presently working on a scheme for public participation at Council Meetings.		I am in the process of renewing how full Council works and would be interest to receive info on the public participation at Council which you have collected.

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	Pendle	Preston	Ribble Valley	Rossendale	South Ribble	West Lancs	Wyre
At which bodies of the Council are the public allowed to speak or ask questions?	Can speak at Council and all Committees	Council and Area Forums	Council and all Committees except Personnel Committee	Council, Executive Cabinet and all Committees	Council and all Committees except Licensing where different provisions will apply and Standards	Planning Committee	Council and Cabinet
Is the public able to speak freely at meetings and ask questions or is prior written notice of questions required?	Requests to speak required in advance No prior notice of public questions	Prior written notice - 3 days 1 Question and 1 supplementary	Prior notice is only required at Full Council.	No written notice required	Freely with permission of the Chair. However Council also has provision to speak for 5 mins on a specific item and be included on Agenda by written notice	No, they are only allowed to speak at Planning if accepted by the Chair of Planning on a specific item	Prior written notice required. 5 days for Council, 3 days for Cabinet 1 question plus 1 supplementary (notice not required)
Is public allowed to speak on any agenda item or only selected identified items	Any	Has to be about a matter for which the Authority has responsibility or affects the Borough	At Full Council - on anything which affects the Borough at Committees - only on decision items.	Any agenda item	Any	No, only on items in planning that affect them.	Any issue affecting the Boro or which the Council has a responsibility for.

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Time limit allowed for speaking?	5 minutes	Nothing formal but it's a question not a speech, so Mayor tries to keep it brief	3 mins per person - max 30 mins overall at Full Council and 15 mins at Committees except at Plan & Dev where there is no overall limit	30 minutes allocated in public question time session	There is 5 mins but in the main this not fully used and Chairman use their discretion	3 minutes	Not normally to exceed 30 minutes
Is there an open 'question time' at Council/Committee meetings	Yes	No	See above.	Yes	Not needed at Scrutiny etc open question time at Area Comm. Council on items on Agenda no general public question time	No	Yes – see above
Are your meeting rooms capable of accommodating members of the public or are other public buildings used?	Usually 0 other buildings used where necessary.	Civic Offices can accommodate public	All meetings held in Council Chamber which has a public gallery.	Yes but currently considering moving the Exec around the Borough to increase public participation	Yes all of them	Yes most of them	Yes – meetings held in the Council Chamber

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How are the meetings advertised/promoted.	Public Notice "Council Corner" in local press.	Town Hall Notice board, website. Agendas to press/media Press Releases	Only for Plan & Dev Committee - see enclosed booklet	Website, public notice outside various public buildings - currently considering advertising in local paper.	Press releases, web site, public notices, agendas also sent to a data base of requestors	Press releases, web site, public notices, outside public buildings	Agendas, notices and posters at Council venues, libraries etc
Do you operate any system of reporting feedback or responses to unanswered questions to attendees?	Yes	All questions put forward receive a written response	Questioners at Full Council receive written response at the meeting - they can then ask a supplementary question	Provide written responses.	Yes - Area Committees - next agenda others may be by way of written response	No, not really, but if Officers were asked at question at meetings they would endeavour to answer this and follow it up.	Yes - written or e-mailed response
Do you wish to add any other comment?		Would welcome copy of report to Council on any proposed innovations	System has worked particular well at Plan & Dev Committee - very well used				