



## Cumberland Council Public Participation Scheme

Cumberland Council enables those that live, work or study in the Cumberland district to have a say in their work. The name of the scheme is 'public participation'. It is open to any person who lives, works or studies in Cumberland.

The scheme applies to Council and at meetings of its executive, committees, sub-committees, panels and working groups. The Scheme does not apply to any Regulatory Committees, Health and Wellbeing Board and Community Panels. Separate arrangements are in place for the public to make representations at meetings of the Planning, Licensing and Regulatory Committees, which are set out in specific schemes applicable to the proceedings of those meetings.

For more information about when and where Council meetings take place please visit the Council Meetings page on the Council website ([www.cumberland.gov.uk](http://www.cumberland.gov.uk))

Council meetings are public meetings which you can attend to watch or participate if you chose and if you participate at a meeting, a summary of your participation will be included in the minutes of the meeting, your name will not be published. You may be filmed under the law permitting filming at meetings of the Council.

If you wish to participate at a meeting you can do so in one of the following ways:

- a. Asking a Question; or
- b. Presenting a Petition / Deputation (please see the Scheme for the Submission of Petitions for further details on how to submit a petition and how it will be dealt with)

You can ask a question, present a petition or deputation on any matter for which the Council has responsibility. You can attend the meeting to ask your question, or present your petition or deputation, but you are not required to attend. If you do not attend, the meeting will consider your question, petition or deputation and you will receive a written response after the meeting.

If you do not state where your question, petition or deputation is to be submitted, the Monitoring Officer will decide which body to refer it to. If your question, petition or deputation is outside the remit of the Council, you will be advised of this.

The Council treats all participants in meetings with respect and expects the same standards of conduct from all participants in its meetings.

### **To submit a question to a meeting:**

You are able to submit one question to a meeting (which may be sub divided into no more than two related parts). Your question **must** be submitted in writing to the Monitoring Officer by noon on the ninth working day prior to the meeting:

**Monitoring Officer  
Democratic Services  
Carlisle City Council  
Civic Centre  
Carlisle, CA3 8QG**

Or [monitoring.officer@cumberland.gov.uk](mailto:monitoring.officer@cumberland.gov.uk)

To aid in the administration of the meeting, it is advisable that any questions include the following information :

- i. title and name
- ii. Postal town
- iii. Contact details
- iv. The name of the meeting at which you want to ask your question

There are some circumstances where the Council will not accept questions, petitions or deputation under the Public Participation Scheme. The Monitoring Officer may reject a question, statement or petition if it:

A question may be rejected if it:

- is not relevant to a matter for which the Council has a responsibility or which affects the Council's area;
- is illegal, improper, irregular, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the previous six months;
- will, if answered, disclose confidential or exempt information;
- relates to a development control or licensing application;
- relates to a matter or issue in respect of which a response has already been given under the Council's complaints procedure or which is currently being dealt with in accordance with the complaints procedure or other formal process, such as court or tribunal proceedings or which is the subject of threatened court or tribunal proceedings by the person asking the question or a person or group which they represent;
- relates to a matter or issue of a purely personal concern to the individual asking the question or their family members;
- is lengthy or a speech; or
- is an unintelligible question.

If the Monitoring Officer considers that a question submitted may be rejected under these Rules, they will advise the Chair, who will then decide whether to allow the question to be put. If the Chair decides not to allow a question, their reasons will be notified to the you in writing in advance of the meeting.

## **Attending the meeting**

If you want to attend the meeting, please let us know when you submit the question. You will be contacted before the meeting by a Council officer to confirm the arrangements for your attendance. Please note public participation takes place early in the meeting so we ask that you arrive in plenty of time. If you cannot attend the meeting the Chair will be asked to put your question on your behalf.

When it is your turn to speak you will have three minutes to ask your question (you can only ask the question you submitted on notice, you cannot amend the question or give further information). Once you have received the response you will have the opportunity to ask a supplementary question based your original question or the reply you received. You have two minutes to ask the supplementary question.

Responses are sent in writing to you following the meeting and included in the minutes.

## **Deputations**

A deputation request is a request to speak at a public committee meeting.

Any individual or group wanting to address a Council meeting about an issue must make a request to speak in advance, known as making a deputation. After a deputation request is made, usually it is up to the Chair of the relevant body to decide whether to hear the deputation or not.

The issue raised by the deputation must relate to a matter which falls within the powers and duties of the Council or the relevant body as determined by the Monitoring Officer. The Chair may, at their discretion, limit the number of speakers and the time each speaker may speak for. No speech should exceed three minutes. Each member of the public may only speak once. Public speaking on any one item shall not exceed [10] minutes, subject to the

Before making your deputation request, you should consider which body makes decisions on the issue or is best placed to consider the matter. In addition, you should bear in mind the time limit. Ultimately the decision on which body to submit your deputation request to is yours, but if you would like any advice or are simply unsure about which body you want to address, then please contact the [monitoring.officer@cumberland.gov.uk](mailto:monitoring.officer@cumberland.gov.uk)

What should I put in my deputation request?

Deputation requests have to be made in writing, preferably by email, to the [monitoring.officer@cumberland.gov.uk](mailto:monitoring.officer@cumberland.gov.uk), and should include:

- A summary of the points you wish to make, including what action you would like the Council to take.
- Contact details, including email address, of the person(s) or organisation(s) who will be addressing the meeting.
- Any photographs, pictures or other illustrative material that you want to refer to when making your deputation.

Bear in mind that any deputation requests that are accepted will be published on the Council's website and copies made for councillors and members of the public.

## **Reporting and filming of meetings**

The Council allows the use of social media, filming, videoing, photographing and recording of Council and other meetings open to the public. Those undertaking the recording must

not disrupt the meeting, the use of flash photography or intrusive lighting is prohibited, and you are asked not to move around the room, ask any of the participants at the meeting to repeat something they have said or give an oral commentary during the meeting. Recordings should not show or identify other members of the public as this may be a breach of their rights under data protection laws. All of these activities would serve to disrupt proceedings and anyone acting in a disruptive manner may be excluded from the meeting.

## **Data Protection**

Information you provide will only be shared with Democratic Services staff dealing with the Committee. Following the approval of the minutes, any additional information other than your name and postal address will be destroyed.

[Democratic Services Privacy Statement \(carlisle.gov.uk\)](http://carlisle.gov.uk)

## **Petitions**

The Council welcomes all petitions. All petitions will be considered under the Council's Scheme for the submission of Petitions.