

Authority	Public questions	Public comments	Petitions	Notes / Other Arrangements
LB Islington – Executive	<p>Executive: Residents have the right to ask questions relating to decisions being made by the executive at its public meetings. Procedure rules do not stipulate that questions need to be received in advance and there are no provisions relating to numbers of questions and written responses. The chair seems to have discretion.</p> <p>Council: For Council only 1 question per resident is permitted. The public do not submit written questions in advance. Questions are posed at the meeting and responded to verbally. One supplementary question may be asked.</p> <p>Scrutiny Committees: Have discretion to allow the public to attend and ask questions.</p>	None.	<p>5 or more people must have signed.</p> <p>2 minutes to present at relevant meeting.</p> <p>1,000-2,000 signatures</p> <p>petitioner can meet with the leader or executive member to discuss issue.</p> <p>Petition of over 2,000 signatures – debate held of 15 minutes at Council meeting.</p>	<p>A system of deputations is in place which allows residents to lobby on specific issues with the lead spokesperson. Deputations are allowed at Council, the Executive and Committees.</p> <p>At the meeting following Annual Council and at each alternative meeting for the rest of the municipal year an additional 20 minutes shall be set aside for questions from the youth council</p> <p>Details here</p>
Worcester City Council – Committee System -	<p>Member of the public (or their representative) in each case speaking for no more than 5 minutes may:</p> <p>(i) present a petition on any matter relating to the functions of the Committee</p>	See questions column	See questions column	<p>The total period available for public representations shall not exceed 15 minutes.</p> <p>Deadline in the day before the meeting at 4:30pm. Must indicate the nature and content of their participation.</p> <p>Oral responses to questions with an option for a written response after the meeting</p>

	<p>(ii) ask a question on any matter relating to the functions of the Committee</p> <p>(iii) make a comment on any matter on the agenda of the Committee.</p>			All participation is invited by the Chair at the meeting
Lambeth – Executive system	<p>Any person living, studying, working or using services in the borough may submit a Public Notice Question relating to any issue within the council's responsibilities. Questions must be concise to allow as many as possible to be considered in the time available at the meeting. In consultation with the Chief Whip and relevant Cabinet Member or Chair of the meeting concerned, the Democratic Services and Scrutiny Manager will determine whether the question will be referred directly to an officer for reply or whether it falls within the terms of reference of a scrutiny or another committee</p> <p>At a committee meeting questions shall be put in the order they were received, and usually they will be answered by the relevant officer.</p> <p><i>Note: there are no questions to the Executive</i></p>	No public comments.	Below 1,500 signatures, the council has discretion how to respond (e.g. written response, conduct an enquiry, etc.) Over 1,500 an officer can be called to account at an overview and scrutiny committee. Over 3,000 signatures and the petition can be presented to Full Council.	Deputations can be made to ordinary council meetings – need 20 people to support issue and arrange to speak and attend. Restricted to two per meeting. 3 minutes allowed for speaker.

<p>Sutton – Committee System</p>	<p>Sutton residents can ask questions at all ordinary meetings of the full Council and at Local Committee meetings.</p> <p>Council: Questions from Sutton residents or persons that own or manage a business in Sutton will be limited to a maximum of thirty minutes or nine questions, whichever occurs first. Any resident or business owner may ask the Mayor or the Chair of a committee or Lead Councillor a maximum of 2 questions. Must be delivered to the Chief executive no later than 10am on 6th day before date of full council meeting.</p> <p>Local Committees: Where formally written questions are received by the Locality Lead Officer at least 5 working days in advance of the Local Committee meeting they are to be heard at, officers will endeavour to return a written response by that meeting. Formal written questions received after this deadline may be heard at the meeting but will not receive a written response until afterwards. No more than 2 formal written questions may be taken from any</p>	<p>No public comments</p>	<p>Residents of Sutton are invited to present petitions to committees. Petitions must have at least 50 signatures with contact addresses in the borough. If the petition has over 1,500 signatures it will be reported to Full Council. The petition must be with the Chief Executive at least 14 days before the relevant meeting.</p> <p>Should be concise and explain what action the petitioners wish the council to take.</p>	<p>10 or more Sutton residents can present a deputation on a matter concerning a Council service already on a meeting's agenda</p>
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	<p>one individual or group per meeting.</p> <p>Where a written response has been returned prior to the meeting, the individual or group questioner may ask one supplementary question per formal written question at the meeting itself. The supplementary question must be relevant to the original question</p>			
Nottinghamshire County Council - Committee System	<p>No public comments or questions at Full Council or committees. Constitution says that the Policy Committee and Communities & Place Committee "...When exercising scrutiny functions, the Committee may invite people to discuss issues of local concern and/or answer questions. They may for example wish to hear from residents and representatives of other organisations." There are no other provisions.</p>	See questions column	<p>Petitions must be submitted via a Councillor on behalf of residents of their division by 10am the day before the Full Council meeting.</p> <p>The petition will then be referred to the relevant committee and a report will come back to Council on the outcome of that consideration at its next meeting.</p>	
Brighton & Hove Committee System	<p>Residents can ask a question at any of the council's ordinary public meetings including Full Council. Period of 15 minutes for questions. Full question needs to be submitted in advance and cannot exceed 100 words in length and</p>	No public comments	<p>Must be received no later than 10 working days in advance of relevant meeting.</p> <p>No more than 3 minutes allocated to the presentation of the petition.</p>	<p>Deputations must be signed by a minimum of 5 and a maximum of 12 people and are presented to a committee or Full Council. No more than 15 minutes allocated for deputations from members of the public.</p>

	<p>only 1 per resident at any meeting. Chair answers question at the meeting. Response could be verbal, written or refer to a publication where the answer is. If the chair cannot answer the question or supplementary at the meeting a written response must be provided within a reasonable time after the meeting.</p>		<p>Petition with less than 1,250 signatures will be presented at Council without discussion and included on the agenda for next available relevant committee.</p> <p>For petitions with more than 1,250 signatures will trigger Full Council discussion of no more than 15 mins.</p>	<p>A written summary of the deputation (max 1 side A4) must be received no later than 12pm, four working days before the meeting. A further 2 pages of supplementary information are permitted.</p> <p>Persons forming a deputation cannot also be presenting a petition or question on the same, or substantially same issue at the same meeting.</p> <p>Max of 5 minutes allocated for deputation.</p> <p>At full council the mayor will ask the council to note the deputation and it will then be referred to the relevant committee. The topic will then be on the next agenda of the relevant committee. The deputation's supporters will be invited to this meeting but will not be able to speak again.</p> <p>At a committee the chair will ask the committee if they agree to note the deputation. The committee may also ask for an officer report, ask for officers to take action or explain why the council cannot act.</p>
Basildon – Committee System	<p>30 Minutes allowed at Council meetings for public questions directed to chairman of committees. Questions need to be submitted in advance 5 clear working days before the meeting.</p>	No public comments	<p>Up to 1,000 signatures will be referred to the relevant service committee chairman and officers who will consider the petition and take action they consider appropriate, including</p>	<p>The Mayor has the discretion to amalgamate similar questions</p>

	<p>At any one meeting no person may submit more than 2 questions. Responses are provided at the meeting in the following format:</p> <ul style="list-style-type: none"> • Direct oral answer • Refer to council publication • Where no verbal response can be provided, a written answer will be given • If there is not time for the question to be dealt with, it will receive a written answer, video response or be referred to a service committee 		<p>referring to the relevant service committee.</p> <p>More than 1,000 signatures are referred to the relevant service committee. If a petition over 1,000 signatures request an officer to attend then they are required to.</p> <p>Over 5,000 signatures go to Full Council and will be debated for up to 15 minutes.</p>	
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Lincolnshire – Cabinet Model	None	None	<p>Must be signed by at least 2 people. And received at least 10 working days before the date of the meeting.</p> <p>Max of 5 minutes given to present the petition. Relevant executive councillor will then have 5 minutes to respond. Following meeting a petition organiser will receive a written confirmation of any further action within 15 working days.</p> <p>Will either:</p> <ul style="list-style-type: none"> - Be referred directly to an appropriate service area and the relevant executive councillor for response. - Referred to most relevant scrutiny committee - Or referred to meeting of the county council. 	Overview and Scrutiny Committees can invite residents, stakeholders, etc. to give evidence at meetings.
Newcastle – Cabinet model	<p>At each council meeting period of 15 minutes allocated for public questions and addresses.</p> <p>Must give written notice to speak to democratic services by 12pm, two days before the Council meeting.</p>	None	<p>Must be received by the democratic services manager by 12pm the day before the meeting.</p> <p>Lord Mayor shall decide whether to allow the petition to be presented to Council.</p>	N/A

	<p>Relevant officer or member will provide an oral response and thereafter the council will not discuss the subject matter of the question.</p> <p>Council can decide to refer the matter to the Cabinet or a committee.</p>		<p>After petition has been received the relevant cabinet member shall briefly respond.</p> <p>For petitions over 2,500 signatures a debate will be triggered at Council and petition will be allowed 5 minutes to present,</p>	
Kingston – Committee / O&S hybrid	No public questions.	No comments.	<p>Petitions are presented at Full Council. No signature limits indicated.</p> <p>Over 500 people can submit a motion for debate to Council. A representative has 5 minutes to present, then 10 minutes for questions and answers, up to a maximum of 30 minutes.</p>	<p>Standing and Neighbourhood Committees, Sub-Committees and Panels may receive deputations on matters within their terms of reference and which appear on the agenda for that meeting. Should include a statement setting out the reasons why the deputation wishes to attend, and the particular points to be raised, and such statement shall be brought before the body within whose terms of reference the matter in question falls. Submit by 10am on the last working day before the meeting. Max number per deputation is 10. 5 minutes to present and 10 minutes for questions. Deputations are also permitted at Council.</p> <p>Standing and Neighbourhood Committees, Housing Sub-Committee and Health Overview Panel are empowered to determine the appropriate form of public participation to take place during their meetings which could include: questions and answer time; informal open session prior to the formal meeting;</p>

				allow residents to contribute to the debate on various issues; convening local forums.
Ealing – Cabinet System	Questions at Council meeting only. Notice must be provided by 12pm, two clear working days before the day of the meeting. May only submit one question per meeting per resident. Each questioner will be allowed 3 minutes to put their question forward. Questioner may ask one supplementary question.	None	Petitions for debate must be provided no later than 10 clear working days before the day of the meeting. The Mayor will decide whether the petition is appropriate for a meeting agenda. Not allowed at Budget Council or Annual Council. Presenter will be allowed 3 minutes to present petition.	Max of 5 petitions and 5 questions (including no more than one debate) per council meeting, with priority given to those received earliest.
South Gloucestershire - Executive System	A person can ask a question of committee chair or lead member. In relation to Council meetings, questions can also be asked of political group leaders. The committee chair or lead member may answer the question, provide a written answer or decline to answer the questions with reasons. The questioner will be allowed to ask one supplementary question.	Statements are allowed for 5 minutes. Questions may be asked by members. At the Council meeting, the Council may ask a committee to consider the matters raised and respond to the petitioner. In relation to other meetings, if it is about a matter on the meeting agenda, the statement can be deferred to that item. Those making statements can provide a written summary to the clerk.	Over 2,500 signatures petitions are reported to Full Council. Under that threshold, they are reported to the relevant committee. At council, lead petitioner has 5 minutes. At other committees, the time limit is at the chairs discretion. minutes to speak.	

Derbyshire Dales District Council – Committee System	<p>At Council meetings, members of the public may make a statement, petition or ask questions of the Leader of Chairmen of Committees. At committee meetings, the public may make a statement which is limited to 3 minutes.</p> <p>Questions and requests to make a statement should be received by midday on the working day prior to the meeting. No person may submit more than 3 questions and no more than 1 such question may be asked on behalf of one organisation.</p> <p>Appears that only oral responses are given and only a list of questions only is made available at council and committee meetings.</p>	<p>See narrative on statements.</p>	<p>Petitions are reported to Council are need 10 petitioners to qualify</p>	
Brent – Executive	<p>Public questions are permitted at Full Council subject to the following: Received 15 clear working days in advance 15 minutes allowed at the meeting 1 question per resident</p> <p>Members of the public can request to speak on their own or present a deputation at a Cabinet, Scrutiny</p>	<p>No public comments</p>	<p>Diverted to decision maker. 50 plus can go to committee. Circulation to members of council 200 plus goes to Full Council</p>	<p>Deputations are also permitted at Full Council. Up to 5 minutes to address Council.</p>

	<p>and other Council Committee meetings. The request to speak must relate to a topic on the agenda for the meeting they wish to address.</p> <p>At least 5 working days' notice must be given by submitting a request on the Request to speak form.</p> <p>Up to 2 minutes are permitted for individual requests and up to 5 minutes for deputations</p>			
Hammersmith and Fulham – Executive	<p>Public Questions to Full Council must be submitted 7 clear working days in advance. There shall be a public question time not exceeding 20 minutes in total at ordinary council meetings. Replies to questions are oral only. Answers can be declined if excessive or require too much time to produce.</p> <p>No questions to Cabinet or Committees. However, deputations are allowed.</p>	No public comments	<p>Standard petition rules:</p> <p>5,000 – Full Council</p> <p>2,000 – Policy & Accountability Committee</p> <p>250 – Cabinet</p> <p>100 – Cabinet Member</p>	<p>Deputations (up to 10 people) are allowed at Cabinet and the Policy Accountability Committee:</p> <ol style="list-style-type: none"> 1. A deputation shall be comprised of people who signed the request and shall consist of not more than 10 people. 2. One member of the deputation may address the Committee, but his/her speech shall not exceed 5 minutes. 3. Members of the Committee may, during a period not exceeding 5 minutes, ask questions of any member of the deputation. 4. Members of the Committee will then debate the substantive report to which the deputation refers, taking into account the issues raised by the deputation. Members of the deputation may remain for the duration of the debate if they so wish.
Westminster – Executive	Residents can request that a deputation address the Council on	None	Once received, sent to the relevant head of service.	

	a matter which the Chairman considers a matter of urgency and relates to an item of business on the agenda for the meeting.		<p>Response can include: reporting to Cabinet; writing to the petitioner setting out the council's views; submit a formal report to the Executive/ Executive Member for decision; taking the action requested; holding and inquiry; undertaking research; holding a public meeting; holding a consultation; holding a meeting with petitioners; refer to scrutiny committee. Responses within 28 days.</p> <p>If a petition contains more than 500 signatures it will be debated by the next suitable Cabinet meeting. The relevant chief officer is required to prepare a report on the subject.</p>	
Hackney – Mayor and Cabinet	At ordinary meetings of Full Council, the public can ask questions of the Elected Mayor, Cabinet Members, Mayoral Advisors, Committee Chairs or Member reps on external bodies. A total of 30 minutes is allowed. Deadline is eight clear working days in advance of the meeting. Questions printed in council	None	<p>The Council will treat as a petition, any communication which is signed on behalf of a minimum of 10 people who live, work or study in Hackney. There are different categories of petitions, as set below, and the number of signatures a petition receives or the type of action the petition is requesting will</p>	Deputations are permitted to the Executive. Must be received 8 clear working days in advance. If there is a relevant agenda item, the deputation representative is invited to address the meeting for up to 5 minutes. If there is no relevant agenda item, the deputation shall be passed to the relevant Executive Member.

	<p>agenda. One question per resident. 50-word limit. At the meeting, the question can put the question and ask one supplementary question. Any questions not answered (verbally) at the meeting will receive a written response. There is no discussion on questions, but a question can be referred to the Executive or a committee.</p> <p>Questions to the Executive should be submitted 8 clear days in advance. May ask questions for the Elected Member, Cabinet Member or Mayoral Advisor. Questioner can put their question to the meeting and ask one supplementary question. A total of 15 minutes is allocated for public questions.</p>		<p>establish how the Council will deal with and respond to each one.</p> <p>Petitions for Debate: which require a minimum of 750 signatures, will be debated at full Council or relevant neighbourhood meeting. A petition which receives 250 signatures from a single electoral ward will also be scheduled for debate at the next meeting of the Council (where practicable) or alternatively a relevant neighbourhood committee/ forum meeting.</p> <p>Petitions to Hold an Officer to Account: require a minimum of 500 signatures and will trigger an open meeting of an Overview and Scrutiny Commission at which a named officer will report and be questioned on their actions.</p> <p>Exempted Petitions: received in response to statutory consultation on planning and licensing applications will be reported to the Planning and Licensing Committees.</p> <p>General Petitions: for which the Council can determine how</p>	
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Harrow - Executive System	<p>Members of the public may ask questions of the Executive, Executive Members and committee chairs at ordinary Council meetings. Maximum of 15 minutes. A reply to a question cannot exceed 3 minutes. If a Member responding decides, a written response can be provided. Any written answers provided will be sent to the questioner, all Members of the Council and recorded in the minutes. Deadline is 3pm two working days before the meeting. One question per person. A questioner can ask a supplemental question.</p> <p>Members of the public may questions of the Executive and chairs of committees. Questions must be related to matters in the Executive's or committee's terms of reference. Submitted at least</p>	None	<p>Petitions are sent to the relevant corporate director. Acknowledged within 15 working days. If requested action is taken, petition closed. If not, may be referred to a committee, or could be dealt with by corporate director or portfolio holder.</p> <p>If petition has over 2,000 signatures, it will be reported to Full Council. Following discussion it may be referred to Cabinet, a committee or a Corporate Director.</p>	Committees can receive deputations which are supported by at least 10 residents. Submitted at least 2 clear working days in advance. Up to 4 people can address committees. Representation must not exceed 10 minutes. Will be heard immediately before the relevant agenda item. No more than two per meeting. No repeat issues within 6 months.

	<p>two clear working days in advance. One question per resident. Questioner can attend to put the question. Any question not answered at the meeting will be answered in writing. 15 minutes for questions.</p>			
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