

Appendix C

Protocol for Public Engagement at HGGT Joint Committee:

Requests by the Public/Outside Organisations to Address the HGGT Joint Committee:

- 1) Any member of the public or a representative of an outside organisation may address the HGGT Joint Committee on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at a meeting.
- 2) The following rules shall apply to such requests:
 - (i) requests must relate to any existing agenda item;
 - (ii) requests must not raise new business for the meeting concerned;
 - (iii) A question may only be asked if notice has been given by delivering it in writing or by electronic mail to Democratic Services Democratic Services DemocraticServices@eppingforestdc.gov.uk at least 4 working days before the meeting. Each question must give the name and business address of the questioner.
 - (iv) a maximum of two persons shall be permitted to address the HGGT Joint Committee on any one agenda item;
 - (v) a time limit of 3 minutes per speaker shall apply;
 - (vi) the HGGT Joint Committee shall be able to ask questions on any comments made;
 - (vii) the Chair of the HGGT Joint Committee shall have discretion as to whether to limit the number of persons wishing to address the Joint Committee if it is considered that the number of such speakers will unduly delay the business at any meeting.
- 3) **General:**

Member of the public may submit written questions to the HGGT Joint Committee pursuant to the business of the meeting concerned which may be answered at the discretion of the Chair or replied in writing following the meeting.
- 4) **Order of Questions:**

Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions.
- 5) **Notice of Questions:**

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to Democratic Services DemocraticServices@eppingforestdc.gov.uk by at least 4 working days before the meeting. Each question must give the name and address of the questioner.
- 6) **Number of Questions:**

At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

7) Scope of Questions:

- i) The HGGT Director may reject a question if it:
 - ii) is not a question on any matter in relation to which the HGGT Joint Committee has no powers or duties;
 - iii) is defamatory, frivolous or offensive;
 - iv) is substantially the same as a question which has been put at a meeting of the HGGT Joint Committee in the past six months; or
 - v) requires the disclosure of confidential or exempt information.
- 8) If a question is rejected, the HGGT Director will reply to the questioner outlining the reasons why the question was rejected and report the matter for noting to the next relevant meeting of the body concerned.
- 9) Asking the Question at the Meeting:
- i) The Chairman will invite the questioner to put the question to the relevant member. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf.
 - ii) Each public speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed, and the speaker must stop when requested by the Chair. The Chair can use discretion to extend this time limit.

10) Written Answers:

Any question which cannot be dealt with during public question time will be dealt with by a written answer.

11) Public speakers should remember to:

- i) Keep to 3 minutes or whatever other period has been agreed
- ii) Highlight the main points they wish to raise and be brief and concise
- iii) Be courteous