

**Public Involvement at  
Brighton & Hove City Council**

**Deputations**



**Brighton & Hove  
City Council**

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*If you have any questions or feedback contact Democratic Services:*

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## What is a deputation?

A deputation is a speech given by a member of the public to a committee or full council. A deputation must be signed by a minimum of 5 people and a maximum of 12 with the lead spokesperson identified.

## What topic can it be on?

A deputation can be on any topic which the council has power to act on. For national issues please see <http://www.parliament.uk/get-involved/>

## What meetings can I speak at?

There is time reserved for public involvement at every ordinary council meeting. You may not be able to ask a question at a special meeting of a committee as these meetings are called to discuss either a single matter or time sensitive matters and are held in addition to ordinary meetings. There are no public questions at the Budget Council meeting in February, at Licensing Panels or Standards Hearings.

## What's the deadline for submitting a deputation?

You will need to submit a written summary of your deputation (maximum 1 side of A4) to the Chief Executive (via the committee clerk) by 12 noon four working days before the meeting. A further two pages of supplementary information is permitted- these can include photographs, graphs, statistics, etc.

## How long can I speak for?

You will have up to five minutes to speak. You do not need to speak for the whole five minutes but if your speech is significantly shorter you might want to look at asking a question instead of submitting a deputation.

## Can more than one person speak?

It is usual practice for only one person can speak to the deputation identified as the lead spokesperson.

## Will there be a response to my deputation?

**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.

**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.

## Can I show a presentation or video?

It is not possible to present a deputation as a power point or video. A deputation has to be provided in written form and then spoken to at the meeting in question.

## Who can sign the deputation?

Anyone who lives or works in the city can support a deputation. Everyone who supports a deputation will need to provide their address, although this will not be published in any papers.

## What happens when I submit a deputation?

After you have submitted your deputation you will be invited to attend the next meeting of the committee or full council. The committee clerk will inform you of the starting time of the meeting when they invite you (usually 4pm for committees and 4.30pm for full council). Public involvement is always one of the first items on the agenda so you will need to attend from the beginning of the meeting.

If the deputation is presented at a full council meeting it will then be referred to the appropriate committee for consideration at its next meeting and the lead spokesperson will be invited to attend that meeting to hear what the committee decides.

## What happens if I am not available to present the deputation?

If the spokesperson is not available to present the deputation to the meeting another of the supporters can present it instead.

## Can I submit a deputation anonymously in writing?

No; a deputation must be presented at a meeting. If you wish to make a representation to councillors without being present at a meeting you can contact all of the city's Councillors directly:

<http://present.brighton-hove.gov.uk/mgMemberIndex.aspx?bcr=1>

### **Do all of the supporters need to attend the meeting?**

Only the lead spokesperson needs to come to the meeting to present the deputation. All the supporters will be invited and are welcome to come and support the spokesperson.

### **On what grounds can my deputation be refused?**

- Your deputation is largely the same as one made in the last six months
- Your deputation is defamatory, frivolous or offensive
- Your deputation is asking for confidential information

The decision to refuse a deputation is made by the Chief Executive or Chair of the meeting (Mayor at full council). The decision is final.