



PART A REPORT

Report to: South London Waste Partnership (SLWP) Joint Committee

Date: 25 April 2023

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Report title: **Meeting Procedure Rules**

Summary

This report asks the Committee to clarify the meeting procedure rules for permitting non-Committee members to speak on or ask questions about items on the meeting agenda.

1. Recommendations

That the Committee agrees to implement the following procedures to future meetings of the Committee:

- 1.1 To reinstate the invitation to speak on agenda items on the agenda packs.
 - 1.2 Members of the public and Councillors of SLWP Boroughs are permitted to speak on an item on the agenda provided that speech is limited to 3 minutes. It is noted that this right does not include a right of reply.
 - 1.3 That speakers participating in the meeting under 1.2 are restricted to a maximum of 2 speakers per each agenda item.
 - 1.4 Members of the public and Councillors from SLWP Boroughs are also able to ask a question about any agenda item provided this question is submitted in writing to the Committee Clerk.
 - 1.5 Questions should not be substantially the same as those asked in the previous 6 months.
 - 1.6 Questions are limited to one per person on each agenda item.
 - 1.7 Questions and/or requests to speak should be submitted 2 working days before the meeting.
 - 1.8 Questions and answers will be published in advance of the meeting
 - 1.9 Speakers can use their time to pose questions, but where answers cannot be provided immediately, orally, they may be provided in writing after the meeting.
 - 1.10 The South London Waste Partnership Joint Committee constitution, meeting procedures and information on how members of the public can engage with the Committee are included on the SLWP website.
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- 2.1 To commission a more comprehensive piece of work on bringing the constitution up to date, which should consider options for remote attendance and participation, rotation and frequency of rotation of chairs, vice chairs and clerks across the boroughs, and any other elements the committee would like to review or clarify, to conclude in time for the renewal of agreements in 2025

2. Background and introduction

2.1 Requests to speak at this meeting, from non-Committee member Councillors have highlighted an inconsistency in the application of the meeting procedures for this Committee.

2.2 The July 2010 Constitution does not accommodate non-Committee members speaking or asking questions at this meeting. However, at a meeting in March 2015, the Committee agreed that a note would be included on the agenda front page inviting anyone who wished to speak on an item (on the meeting agenda) to register by no later than noon on the day of the meeting via the officer contact details shown and that speakers would be allowed to speak for 3 minutes.

2.3 According to the minutes since 2015, the Committee has not discussed or agreed any further amendments to the meeting procedures.

2.4 Over time, the note on the front page of the agenda has varied from the agreed phrasing detailed above, and has not been included at all over the last year.

2.5 Each Borough has their own procedures, timelines and limitations on asking questions at Council and Committee meetings. However, it is common practice to allow public participation to some extent.

2.6 The recommendations aim to balance the accessibility of the Committee to non-members with the needs of the Committee to conduct its business within the 3 hour limit of the meeting (R4.2 in the Meeting Procedure Rules) and for officers to respond to correspondence in a timely manner.

2.7 It is therefore proposed that a procedural note be drafted by officers and agreed by the Committee outlining the procedures listed in 1.1 – 1.10 of this report to be used by all 4 Boroughs hosting the Committee alongside the current Committee Constitution to enable public and Councillor participation as outlined above.

2.8 It is noted that the Committee Constitution, having been in place since 2010 would benefit from review by officers and the Committee in the future to bring it up to date with current practices.

2.9 The review is likely to take some time and require input from SLLP to ensure recommendations and renewed constitution is appropriate and in compliance with existing legislation. It would benefit from concluding in time for agreement renewals in 2025.

