

Appendix B – Horsham District Council Constitution Comparison

This appendix provides an overview of some of the main provisions that exist for public speaking at Cabinet meetings under the current Horsham District Council Constitution (as set out in detail in Appendix A), and how these compare to the provisions that existed under a previous version of the Constitution.

Date of Constitution	Who can ask questions?	Notice of questions	Scope of questions	Max. total time for questions	Max. time per question	Supplementary questions	Responses to questions	Statements
August 2023	Members of the public NB. Questioner must be present at the meeting to ask the question.	Noon 3 working days before meeting	Must be 'in relation to matters which in the opinion of the Leader are relevant to the business of the meeting'. May be rejected by the Head of Paid Service on a number of grounds, including if it 'is not about a matter for which the Council has a responsibility or which affects the District' or 'is substantially the same as a question which has been put at a meeting of the Council in the past six months'.	The greater of 15 minutes or 6 questions (at Leader's discretion)	2 minutes Max. 1 question per person or organisation	1 supplementary question	If there is insufficient time to respond at the meeting or the relevant Cabinet Member is absent from the meeting, a response will be given in writing.	No reference to statements
December 2007	Members of the public NB. Question may be asked by the Chairman if the questioner is unable to be	'12.00 on the last but one working day before the meeting'	Representations may be made 'on any specific item on the agenda'. May be rejected by the Chairman on a number of grounds, including if it 'is not about a matter for which the Council	15 minutes (at Chairman's discretion)	2 minutes (at Chairman's discretion) Max. 2 questions per person or organisation	1 supplementary question	If there is insufficient time to respond at the meeting or the relevant Member is absent from the meeting, a response will	Statements permitted – '3.8 Public speaking on specific items' Parish and Neighbourhood Councils in the District and Members of the public may make a statement on any item on the agenda when the matter arises for debate and

	present at the meeting.		has a responsibility or which affects the District'.				be given in writing. If question is asked by the Chairman in the absence of the questioner, a response will either by given in writing or will not be given at all.	at the time appointed by the Chairman. Each speaker will be limited to two minutes in which to make representations. Unless the Chairman specifies otherwise, the total time for such representations by members of the public shall not exceed 12 minutes in respect of each item.'
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Sources:

Horsham District Council Constitution, August 2023, Available at:

<https://horsham.moderngov.co.uk/documents/s24709/Horsham%20District%20Council%20Constitution.pdf>

Horsham District Council Constitution, Part 4I Public Speaking at Meetings, December 2007