

Appendix C – Public Speaking at Cabinet Meetings at Other Local Authorities

This appendix provides an overview of some of the main provisions that exist for public speaking at Cabinet meetings at other district and borough councils within West Sussex.\*

<b>Council</b>	<b>Who can ask questions?</b>	<b>Notice of questions</b>	<b>Scope of questions</b>	<b>Max. total time for questions</b>	<b>Max. time per question</b>	<b>Supplementary questions</b>	<b>Responses to questions</b>
Adur	'Members of the public, who live, work or own property in the District may ask questions at any meeting of the Cabinet ... on any matter which is before that meeting, or for which the Cabinet ... has responsibility, subject to the matters referred to in 11.2.5 [Scope of Questions].'	Midday 2 clear working days before meeting (can be asked without notice but Cabinet Member then has the option to respond in writing within 3 working days)	Must 'relate to a matter for which the Cabinet ... has responsibility'.  May be rejected on a number of grounds, including if it 'is substantially the same as a question which has been put to a meeting of the Full Council ... [or] the Cabinet ... in the past 6 months'.	30 minutes	5 minutes (max. 2 questions per person or organisation)	1 supplementary question Max. 2 minutes	Questions on notice: Response to be given at meeting if questioner is present and sufficient time. If questioner is present but insufficient time, response to be given in writing within 3 working days.  Questions without notice: Cabinet Member has the option to respond in writing within 3 working days.
Chichester	'Questions can be asked by residents or non-domestic ratepayers of the district.'	Noon 2 working days before meeting	Questions may be asked 'on issues of local concern'.  Some exceptions to questions that may be asked, including that these 'should not relate to matters personal to the questioner, his or her spouse, partner or relative'.	15 minutes (Chairman may extend)	3 minutes (Chairman may extend)	1 supplementary question (at Chairman's discretion)	If the questioner or their representative is not present, a response will be given in writing within 10 working days.
Crawley	Members of the public	Notice of questions not required	Should 'be relevant to the functions of the Cabinet and must not relate to an individual case	15 minutes	Not specified	1 supplementary question	The Leader, a Cabinet Member(s) or an officer will respond to questions asked at the meeting.

			<p>which should be dealt with under the Council's Complaints Procedure or any other formal appeals procedure' and 'must not be in essence the same as a question which has been put to the Cabinet in the past 6 months'.</p> <p>Written questions may also be submitted on 'a matter affecting the Borough'.</p>				Written response to be given to questions submitted in writing.
Mid Sussex	No provision for public speaking at Cabinet meetings						
Worthing	<p>'Members of the public, who live, work or own property in the Borough, may ask questions at any meeting of the Cabinet ... on any matter which is before that meeting, or for which the Cabinet ... has responsibility, subject to the matters referred to in 11.2.5 [Scope of Questions].'</p>	<p>Midday 2 clear working days before meeting (can be asked without notice but Cabinet Member then has the option to respond in writing within 3 working days)</p>	<p>Must 'relate to a matter for which the Cabinet ... has responsibility'.</p> <p>May be rejected on a number of grounds, including if it 'is substantially the same as a question which has been put to a meeting of the Full Council ... [or] the Cabinet ... in the past 6 months'.</p>	30 minutes	5 minutes (max. 2 questions per person or organisation)	1 supplementary question Max. 2 minutes	<p>Questions on notice: Response to be given at meeting if questioner is present and sufficient time. If questioner is present but insufficient time, response to be given in writing within 3 working days.</p> <p>Questions without notice: Cabinet Member has the option to respond in writing within 3 working days.</p>

\*Arun District Council operates a 'Committee' model of governance rather than a 'Leader and Cabinet' model, therefore it does not have a Cabinet and has not been included in this table.

**Sources:**

Adur District Council Constitution, 17 August 2023, Available at:

<https://www.adur-worthing.gov.uk/media/Media,168761,smxx.pdf>

Chichester District Council Constitution, 2 June 2023, Available at:

<https://chichester.moderngov.co.uk/documents/g1081/Public%20reports%20pack%20Friday%2002-Jun-2023%2009.00%20The%20Constitution.pdf?T=10&Info=1>

Crawley Borough Council Constitution, 25 July 2023, Available at:

<https://democracy.crawley.gov.uk/documents/g2905/Public%20reports%20pack%2025th-Jul-2023%20Constitution.pdf?T=10&Info=1>

Mid Sussex District Council Constitution, 25 August 2023, Available at:

<https://midsussex.moderngov.co.uk/documents/g3216/Public%20reports%20pack%2025th-Aug-2023%2012.00%20Constitution.pdf?T=10&Info=1>

Worthing Borough Council Constitution, 17 August 2023, Available at:

<https://www.adur-worthing.gov.uk/media/Media,168762,smxx.pdf>