

Appendix B – Horsham District Council Constitution Comparison

This appendix provides an overview of some of the main provisions that exist for public speaking at ordinary meetings of Council 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?	Who can be asked questions?	Notice of questions	Scope of questions	Max. total time for questions	Max. time per question	Supplementary questions	Responses to questions	Statements
August 2023	<p>Questions may be asked by 'residents of Horsham District who are identified as such from the voters list, or from anyone who satisfies the Monitoring Officer that they work wholly or in substantial part in Horsham District.'</p> <p>NB. Questioner must be present at the meeting to ask the question.</p>	Cabinet Members or Committee Chairmen	Noon 3 working days before meeting	<p>Must be 'in relation to matters which in the opinion of the Chairman of the Council are relevant to the business of the meeting'.</p> <p>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'.</p>	The greater of 15 minutes or 6 questions (at Chairman's discretion)	<p>2 minutes</p> <p>Max. 1 question per person or organisation</p>	1 supplementary question	<p>Member has discretion as to whether to respond orally or in writing.</p> <p>If there is insufficient time to respond at the meeting or the relevant Member is absent from the meeting, a response will be given in writing.</p> <p>Oral response: Member has 2 minutes to respond, which may be extended at the Chairman's discretion.</p> <p>Written response: Member has 3 working days to respond.</p>	Statements not permitted

<p>December 2010</p>	<p>Members of the public</p> <p>NB. Question may be asked by the Chairman if the questioner is unable to be present at the meeting.</p>	<p>The Leader of the Council or Ordinary Committee Chairmen</p>	<p>'12.00 on the last but one working day before the day of the meeting'</p>	<p>Representations may be made 'on any specific item on the agenda'.</p> <p>May be rejected by the Chief Executive 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'.</p>	<p>15 minutes (at Chairman's discretion)</p>	<p>2 minutes (at Chairman's discretion)</p> <p>Max. 2 questions per person or organisation</p>	<p>1 supplementary question</p>	<p>If there is insufficient time to respond at the meeting or the relevant Member is absent from the meeting, a response will be given in writing.</p> <p>If question is asked by the Chairman in the absence of the questioner, a response will either be given in writing or will not be given at all.</p>	<p>Statements permitted –</p> <p>'9.11 Public speaking on specific items</p> <p>(a) 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 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.</p> <p>(b) Speakers shall give notice by not later than 12.00 on the last but one working day before the meeting of their intention to speak.</p> <p>(c) Where the item concerns a planning or licensing application the rule in Rule 9.11(a) is modified to allow parish or neighbourhood councils two minutes each, objectors two minutes each subject to</p>
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									an overall limit of six minutes, applicants and supporters two minutes each subject to an overall limit of six minutes'.
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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 4A Rules of Procedure, December 2010