

## APPENDIX C

### North Northamptonshire Shadow Authority – Member and Public Participation in Shadow Authority Meetings

Shadow Executive Committee Meeting	Current Process	Suggested Amendment
Chairman of the Overview and Scrutiny Committee Agenda Statements	<ul style="list-style-type: none"> <li>May attend any public meeting of the Executive and speak to any matter on the agenda of that meeting</li> </ul>	None
Other Shadow Members Questions		<ul style="list-style-type: none"> <li>Written questions of up to 50 words maximum</li> <li>Received at least 2 clear working days prior to the meeting</li> <li>No more than one question per meeting from a Shadow Member</li> <li>Chair's discretion on supplementary question</li> <li>Twenty-minute period for Shadow Member questions - Chair's discretion</li> </ul>
Other Shadow Members Agenda Statements	<ul style="list-style-type: none"> <li>May speak at public meetings of the Executive subject to permission by the Chair</li> </ul>	<ul style="list-style-type: none"> <li>Shadow Members may make statements at Executive meetings in relation to reports on the agenda</li> <li>A request to address the Executive must be received two clear working days prior to the date of the meeting</li> <li>The Shadow Member has a maximum of 3 minutes to address the Executive – Chair's Discretion</li> <li>There is no limit on the number of Shadow Members who may speak on an agenda item, however the Chair has the right to limit the number called</li> <li>Twenty-minute period for Shadow Member</li> </ul>

		statements - Chair's discretion
Other Shadow Members Agenda Items	<ul style="list-style-type: none"> <li>• May request the Leader to place an item on the Executive agenda. The Leader has sole discretion as to whether to accede to the request, and if agreed, whether the Shadow Member may speak to the item when considered</li> </ul>	None
Members of the Public Questions	<ul style="list-style-type: none"> <li>• Questions may be submitted by members of the public to meetings of the Executive or any sub-committee</li> <li>• The question must be in writing, and submitted 10 clear working days prior to the Executive meeting</li> <li>• There are no supplementary questions permitted, and no debate on questions or answers</li> </ul>	<ul style="list-style-type: none"> <li>• Delete "10 clear working days" replace with "2 clear working days"</li> <li>• Twenty-minute period for Public questions - Chair's discretion</li> </ul>
Members of the Public Agenda Statements	<ul style="list-style-type: none"> <li>• Members of the public may make statements at Executive meetings in relation to reports on the agenda</li> <li>• A request to address the Executive must be received two clear working days prior to the date of the meeting</li> <li>• The member of the public has a maximum of 3 minutes to address the Executive</li> <li>• There is no limit on the number of public speakers on an agenda item, however the Chair has the right to limit the number called</li> </ul>	Twenty-minute period for Member of the public statements - Chair's discretion

<b>Full Shadow Authority Meetings</b>	<b>Current Process</b>	<b>Suggested Amendment</b>
Shadow Members Questions	<ul style="list-style-type: none"> <li>• Written questions of up to 50 words maximum</li> <li>• Received at least 3 clear working days prior to the meeting</li> <li>• No more than one question per meeting from a Shadow Member</li> <li>• Chair's discretion on supplementary question</li> <li>• Thirty-minute period for Shadow Member questions - Chair's discretion</li> </ul>	<ul style="list-style-type: none"> <li>• Delete "3 clear working days" replace with "2 clear working days"</li> <li>• Twenty-minute period for Shadow Member questions - Chair's discretion</li> </ul>
Members of the Public Questions	<ul style="list-style-type: none"> <li>• Questions may be submitted by members of the public to meetings of the Shadow Authority</li> <li>• The question must be in writing, and submitted 10 clear working days prior to the Shadow Authority meeting</li> <li>• There are no supplementary questions permitted, and no debate on questions or answers</li> </ul>	<ul style="list-style-type: none"> <li>• Delete "10 clear working days" replace with "2 clear working days"</li> <li>• Twenty-minute period for Public questions - Chair's discretion</li> <li>• Twenty-minute period for Members of the public questions - Chair's discretion</li> <li>•</li> </ul>
Members of the Public Agenda Statements	<ul style="list-style-type: none"> <li>• Members of the public may make statements at Shadow Authority meetings in relation to reports on the agenda</li> <li>• A request to address the Shadow Authority must be received two clear working days prior to the date of the meeting</li> <li>• The member of the public has a maximum of 3 minutes to address the Shadow Authority</li> <li>• There is no limit on the number of public speakers on an agenda item, however the Chair</li> </ul>	<ul style="list-style-type: none"> <li>• No more than one statement per meeting from a Member of the public</li> <li>• Twenty-minute period for Member of the public statements - Chair's discretion</li> <li>•</li> </ul>

	has the right to limit the number called	
Shadow Members Motions	<ul style="list-style-type: none"><li>• Motions for Shadow Authority meetings must be submitted at least 7 clear working days before the date of the meeting</li><li>• Motions on Executive matters will be referred without debate to the Executive, once moved and seconded</li></ul>	None.

<b>Non-Executive Committees and Sub-Committees</b>	<b>Current Process</b>	<b>Suggested Amendments</b>
Members of the Public Questions	<ul style="list-style-type: none"> <li>• Questions may be submitted by members of the public to meetings of a committee</li> <li>• The question must be in writing, and submitted 10 clear working days prior to the committee meeting</li> <li>• There are no supplementary questions permitted, and no debate on questions or answers</li> </ul>	<ul style="list-style-type: none"> <li>• Delete “10 clear working days” replace with “2 clear working days”</li> <li>• These rules do not apply to meetings of a sub-committee established by the Senior Appointments Committee.</li> <li>• Twenty-minute period for Public questions - Chair’s discretion</li> </ul>
Members of the Public Agenda Statements	<ul style="list-style-type: none"> <li>• Members of the public may make statements at committee meetings in relation to reports on the agenda</li> <li>• A request to address the committee must be received two clear working days prior to the date of the meeting</li> <li>• The member of the public has a maximum of 3 minutes to address the committee</li> <li>• There is no limit on the number of public speakers on an agenda item, however the Chair has the right to limit the number called</li> </ul>	<ul style="list-style-type: none"> <li>• These rules do not apply to meetings of a sub-committee established by the Senior Appointments Committee.</li> <li>• Twenty-minute period for Member of the public statements - Chair’s discretion</li> </ul>
Other Shadow Members Agenda Statements	<ul style="list-style-type: none"> <li>• May speak at public meetings of the committee subject to permission by the Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Shadow Members may make statements at committee meetings in relation to reports on the agenda</li> <li>• A request to address the committee must be received two clear working days prior to the date of the meeting</li> <li>• The Shadow Member has a maximum of 3 minutes to address the</li> </ul>

		<p>committee</p> <ul style="list-style-type: none"> <li>• There is no limit on the number of Shadow Members who may speak on an agenda item, however the Chair has the right to limit the number called</li> <li>• These rules do not apply to meetings of or a sub-committee established by the Senior Appointments Committee.</li> <li>• Twenty-minute period for Shadow Member statements - Chair's discretion</li> <li>•</li> </ul>
Other Shadow Members Questions		<ul style="list-style-type: none"> <li>• Written questions of up to 50 words maximum</li> <li>• Received at least 2 clear working days prior to the meeting</li> <li>• No more than one question per meeting from a Shadow Member</li> <li>• Chair's discretion on supplementary question</li> <li>• Twenty-minute period for Shadow Member questions - Chair's discretion</li> <li>• These rules do not apply to meetings of a sub-committee established by the Senior Appointments Committee.</li> </ul>