

- No more than two members of any deputation will be allowed to speak to the meeting. They may speak in total for no more than 10 minutes.
- After the deputation has spoken to the council or committee, councillors may ask the deputation questions.
- If the subject relates to an item of business on the agenda for the meeting, no debate or discussion is allowed to take place among the councillors until the item is reached on the agenda.

### **Where will the meeting take place?**

Council and committee meetings normally take place in the Town and County Hall, Forfar.

### **Who can I get more information from?**

If you have any questions about this leaflet or would like more information, please contact:

Donald Macaskill  
 Committee Services Manager  
 Law and Administration  
 Angus Council  
 Orchardbank Business Park  
 Forfar.  
 Phone: 01307 476263  
 E-mail: [MacaskillD@angus.gov.uk](mailto:MacaskillD@angus.gov.uk)



# Deputations

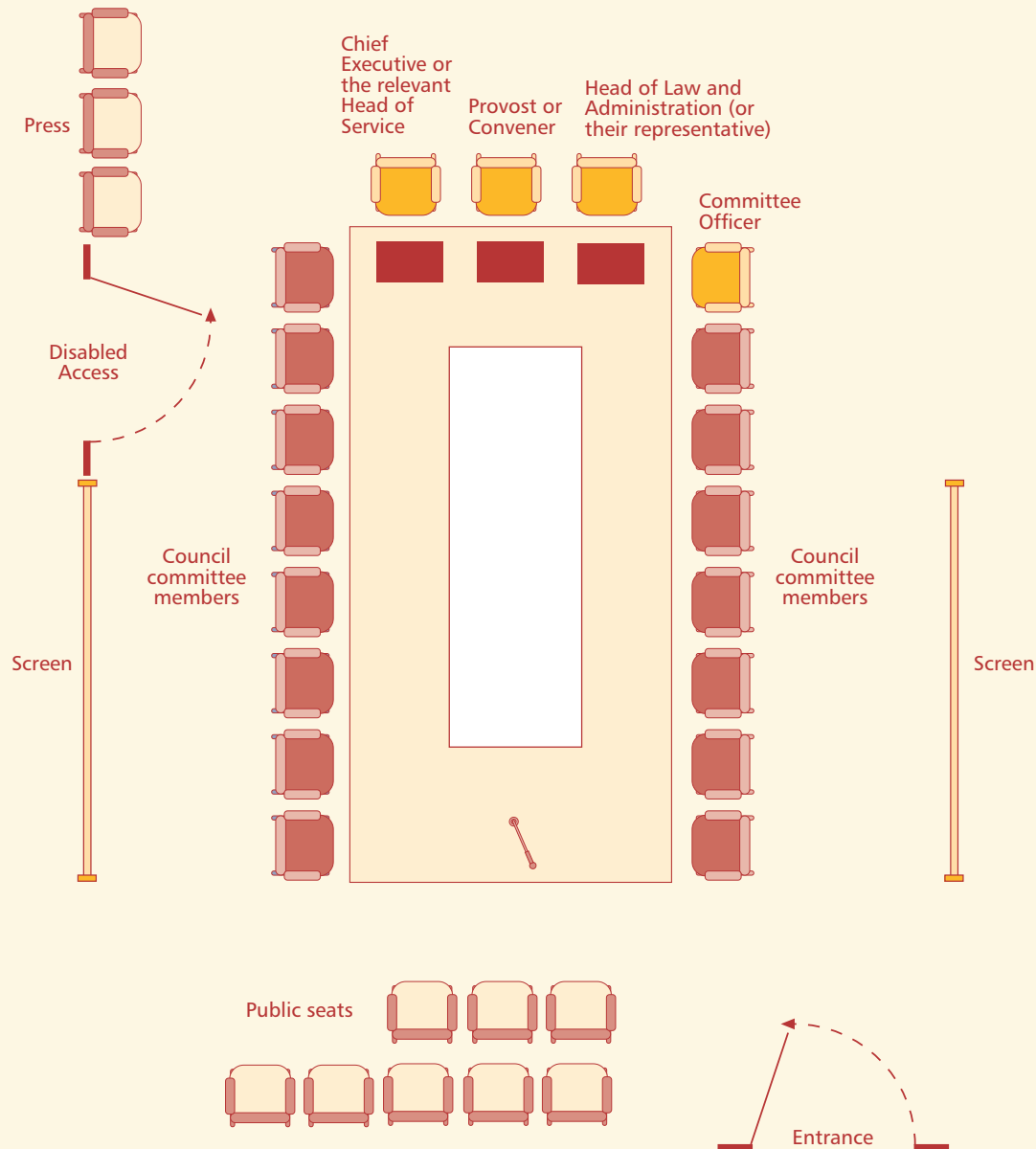
## Procedures and guidance

Information

Information

# Deputations

## Who sits where?



## What is a deputation?

A deputation is an individual or a group of people appointed to represent others and speak on their behalf, who want to have the opportunity to speak to us.

## Why a deputation?

From time to time, individuals or a group may want to speak to a committee or a council meeting on a particular issue. We have adopted a procedure to give any member of the public or group of people the opportunity to speak to councillors at any of our formal committee meetings or council meetings. This allows the councillors to hear at first hand the views of people who may be affected by a decision the councillors are about to take.

## What is the procedure?

If you want to speak as a deputation, you must sign your application and deliver it, or fax or email it to the Head of Law and Administration to arrive no later than 5pm on the working day before the meeting the deputation wants to speak at.

- You must say what subject you want to speak about and what you want us or the committee to do.
- Your request to speak will be put to the members of the council or committee at the beginning of the meeting.
- If the request is granted (which could be after a vote), the deputation should be made up of no more than 10 people.