

**PROPOSED REVISION TO EXECUTIVE PROCEDURE RULES**

Add new paragraph 5:

**“5. REQUESTS BY THE PUBLIC/OUTSIDE ORGANISATIONS TO ADDRESS THE CABINET**

- (a) Any member of the public or a representative of an outside organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at a meeting.
- (b) The following rules shall apply to such requests:
  - (i) requests must relate to any existing agenda item;
  - (ii) requests must not raise new business for the meeting concerned;
  - (iii) all requests must be notified to the Council by 4 pm on the day of the meeting;
  - (iv) requests accompanied by proposals to circulate written material must be received three working days before the meeting in time to be sent to Cabinet members in advance of the meeting;
  - (v) requests need not be in writing;
  - (vi) a maximum of two persons shall be permitted to address the Cabinet on any one agenda item;
  - (vii) a time limit of 3 minutes per speaker shall apply;
  - (viii) the Cabinet shall be able to ask questions on any comments made;
  - (ix) the Leader of the Council shall have discretion as to whether to limit the number of persons wishing to address the Cabinet if it is considered that the number of such speakers will unduly delay the proper despatch of business at the meeting;
  - (x) this procedure shall not apply to Cabinet Committees.”