



# Procedure for Public Speaking: Overview and Scrutiny Committee **August (2025)**



## Overview and Scrutiny Committee Speaking Procedures

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The Overview and Scrutiny Committee wants to hear the views of the public in relation to the business on its agenda, and the public are therefore encouraged to participate in the proceedings. It is also important, of course, to manage the conduct of the meeting effectively, so the following basic rules apply to the participation of the public in the meeting.

- At an appropriate point in the consideration of each item (usually after the committee members have raised questions but before the committee reaches its conclusions), the chairperson will invite questions, statements or comments from members of the public. These must relate directly to the item being discussed.
- Each member of the public is limited to speaking for a maximum of three minutes during the meeting. This is to ensure that everyone has a reasonable opportunity to do so. Where many people wish to speak on a particular item, the chairperson may use their discretion in further limiting the number and length of contributions in the interest of the efficient conduct of business. One person should act as spokesperson for a group with a common interest.
- All questions/comments from the public should be directed to the chairperson who, where appropriate, may request another member or an officer to reply.
- No question may be asked on a matter which is the subject of legal proceedings, an appeal or an investigation, nor in relation to the employment or conduct of an individual employee or member of the council.
- The chairperson will not allow any question, statement or comment which in their opinion is defamatory, irrelevant, repetitive, objectionable or improper. This includes questions that are of a personal nature.
- Speakers are not required to identify themselves, but may wish to do so where this is relevant to the matter in hand.
- Some items of Council business are confidential and the information is not available to the public. Please check the meeting agenda which will detail the items going to the committee and which ones will be public.
- In the unlikely event that a member of the public interrupts the proceedings, the chairperson will warn them and, if the interruption continues, the chairperson will order their removal from the meeting.
- The chairperson shall decide all questions on the procedures of this committee where not already provided for in the Constitution and committee procedure rules. This includes the interpretation of these speaking procedures. The ruling of the chairperson shall be final and not open to discussion.

If you would like any further information or have any queries, please contact:  
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<b>Responsible Service</b>	Executive and Democratic Services	<b>Version/Status</b>	2
<b>Responsible Author</b>	Executive and Democratic Services Manager	<b>Date Agreed/ Agreed At</b>	19/08/2025 CMT - SOD
<b>Date last Amended</b>	28/07/2025	<b>Due for Review</b>	August 2029

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