

Public speaking at Health & Wellbeing Board meetings

At each meeting of the Health & Wellbeing Board a period of **15 minutes** will be allocated for public speaking (speaking includes asking questions). There is a deadline set for the receipt of requests to speak for each meeting which is 5pm on the Friday before the meeting.

Who can speak?

- anyone who lives, works or is being educated in the Borough
- you may only make one statement per meeting
- no more than one statement can be asked on behalf of a group or organisation
- requests to speak will be listed in the order they were received. Normally no more than three speakers per meeting will be allowed.
- a maximum of 3 minutes is allowed for each statement and 2 minutes for any response (the Chairman has the discretion to allow speakers who have special needs or suffer from a disability to have a longer time period)
- statements should be clear and concise

If an answer is required, it will be given verbally. In cases where more information is required a written answer will be provided.

As there is a time limit for statements it is possible that not all speakers will be able to speak at the meeting.

At the end of the 15 minute period, or after the reply to the final statement, whichever occurs first, the Board will proceed to the next business. Any statements not presented during the 15 minute period can be moved to a later meeting or will receive a written response if appropriate.

Submitting your request to speak

The table below sets out the date of meetings for 2013/14 and the latest time for receipt of requests to speak at that meeting.

Meeting date	Latest time for receipt of requests to speak
Wednesday 22 nd January 2014, 2pm	Friday 17 th January 2014. 5pm
Wednesday 12 th March 2014, 2pm	Friday 7 th March 2014, 5pm
Wednesday 14 th May 2014, 2pm	Friday 9 th May 2014, 5pm

Send your request to:

- By post Telford & Wrekin Council, Democratic Services, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

- By email (hwquestions@telford.gov.uk – tbc)

When submitting your request to speak please include the following information:

- the date of the meeting at which you want to speak
- your name, address and a contact telephone number
- your email address
- what you want to speak about (including specific wording of any question that you wish to ask)

Scope of questions

- your question must refer to an issue which is within the terms of reference of the Health & Wellbeing Board – the Board’s Terms of Reference can be found at this [link](#)
- your statement must not be in furtherance of your own particular circumstances or in relation to a matter concerning an individual or individuals currently involved in any application, appeal or review process
- your statement must not be substantially the same as a statement which has been put at a meeting of the Board in the past 6 months
- your statement must not be derogatory, defamatory, frivolous, vexatious or offensive - there is no legal protection for comments made at meetings
- your statement must not require the disclosure of confidential or exempt information
- you may not ask a question about the service conditions of any person employed by the Council

Please note that all requests to speak will be considered by the Chairman of the Health & Wellbeing Board prior to the meeting date. The Chairman will decide whether or not to accept your request to speak and you will be notified accordingly. If your request is accepted you will be provided with the time, date and venue for the next Board meeting.

You will be expected to attend the meeting in order to make your statement. If you are unable to attend, the Chairman of the Health & Wellbeing Board may, at his discretion, put the question on your behalf.

What happens at the Health & Wellbeing Board meeting?

Public speaking will normally take place shortly after the meeting commences. When it is your turn to speak the Chairman will invite you to address the Board to make your statement. If you do not wish to read your statement out yourself you may ask that it be read out on your behalf.

When speaking you must not deviate from subject that you have asked to speak on and you must adhere to the 3 minute time limit. The Chairman or the Board’s legal adviser may ask you to stop speaking in either of these circumstances.

Unless the Chairman decides otherwise, there will be no discussion or debate on any statement that is made.

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If you require further information please telephone 01952 383205.