

Procedure at the Panel Meeting

The representatives of the petitioner group should remain seated at all times during the meeting, until the nominated spokesperson(s) is/ are invited to speak by the Chair.

The representatives (up to three as stated above) who address the meeting will be limited to ten minutes in total to present their case to the meeting including any Summing Up.

Once the representatives have addressed the meeting, the Councillors sitting on the Panel will be invited to put questions to the petitioner representatives.

Appropriate Councillors /relevant Ward Members) and/ or officers of the Council (including the officer presenting the report) will then have the opportunity to address the Panel and maybe asked questions by members of the Panel. Each officer or Member so addressing the Panel will be limited to five minutes.

Finally, the lead representative for the petitioners will be invited to sum up but may only speak for the balance remaining (if any) of the ten minutes allocated as above. Following conclusion of their presentation, the petitioners will be asked to return to the public seating area of the meeting room and may not take any further part in the meeting and the Panel's considerations.

The Panel may exercise discretion to agree to extend the time available to any person or persons addressing the Panel if it considers it appropriate to do so. Following consideration of the matter before it, the Panel shall decide what further action it considers appropriate. This may be:

- (1) to make recommendations to the relevant Executive Director.
- (2) to decide that no further action is required.