

Appendix 1 – Opportunities for Democratic Process participation

This table is designed to help increase members awareness of the various opportunities to participate in the democratic process already available to them, either in person or in writing.

<u>Committee</u>	<u>Options of participation</u>
Policy and Performance Advisory Committee (PPAC)	<p data-bbox="539 440 1088 472"><u>Adding items to an agenda of PPAC</u></p> <p data-bbox="539 512 2096 655">Any member of the Council may give written notice to the Head of Democratic Services that they wish an item to be included on the agenda of PPAC. If the Head of Democratic Services receives such a notification, then they will include the item on the first available agenda of the Policy and Performance Advisory Committee for consideration by the Committee.</p> <p data-bbox="539 695 696 727"><u>Attending</u></p> <p data-bbox="539 767 2074 839">A member is entitled to attend and make a contribution at a PPAC meeting on an item of business, in person or in writing.</p> <p data-bbox="539 879 808 911"><u>Work programme</u></p> <p data-bbox="539 951 2096 1094">PPAC's work programme is regularly reviewed and any member of PPAC can propose adding an item to its work programme. PPAC's membership, allows all other non-executive members to act as substitutes for other members of their own groups, enabling fluidity of attendance, dependent on an elected member's interest in a particular item of business.</p>

Cabinet**Adding an agenda item**

Any member of the Council may ask the Leader to put an item on the agenda of a Cabinet meeting for consideration, and if the Leader agrees the item will be considered at the next available meeting of the Cabinet. Any such request should be made by email with a concise statement relevant to the issue and should be sent to the Leader with a copy to the Head of Democratic Services no later than close of business on the eighth working day before the meeting. The notice of the meeting will give the name of the councillor who asked for the item to be considered. This individual will be invited to attend the meeting, whether or not it is a public meeting

Written questions

A member of the Council may ask a question to Cabinet in writing. Notice of the question should be sent to the Head of Democratic Services in writing or by email not later than close of business on the fourth working day before the meeting at which the question is to be asked. The questioner is entitled to attend that meeting of the Cabinet to present the question, however this is not mandatory, and a response can be given in writing.

A member asking a question may ask one supplementary question without notice of the Cabinet member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

Attending

A member is entitled to attend and make a contribution at a Cabinet meeting on an item of business, in person or in writing.

Full Council**Written questions**

A member of the Council may ask the Leader, a Cabinet Member or the Chair of a committee or sub-committee any question upon an item of the report of the Cabinet or a committee or sub-committee when that item is being received or under consideration by the Council.

Notice of the question should be sent to the Head of Democratic Services in writing or by email not later than close of business on the fourth working day before the meeting at which the question is to be asked.

A member asking a question may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

Questions to the Leader

A maximum of 5 questions (no more than 1 question per member) are permitted to be put to the Leader of the Council at a Full Council meeting. A member wishing to raise a question must notify the Chair of the Council of the text of the question prior to the commencement of the meeting.

Motions

Motions for debate at Full Council must be delivered to the Head of Democratic Services in writing, not later than 15 clear days before the date of the meeting. Every motion must be relevant to some matter in relation to which the Council has statutory powers, duties, functions or influence.

Ward Issues

A ward issue shall mean an issue in a ward of the District that the member has tried to resolve, but has been unable to resolve, and in respect of which the Council can take action or exercise influence.

	<p>Notice of any ward issue must be delivered to the Head of Democratic Services either in writing signed by the member giving notice or by email provided it is sent from the member's Lewes District Council address not later than three clear days before the date of the meeting. The notice will briefly state the nature of the issue.</p>
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Outside bodies

The Council's representatives who serve on outside bodies are invited to submit reports to a future Full Council meeting in respect of meetings they have attended.

Further details, including participation at regulatory committees can be sought from Democratic Services at committees@lewes-eastbourne.gov.uk