

Agenda Item 5

Public Petitions, Questions and Statements

There is a time limit of one hour for public questions, statements and petitions. The order for receiving public participations within the allocated time is:-

1. Petitions
2. Questions relating to the agenda of the specific Council meeting
3. Supplementary questions to written questions relating to the remit of the Council
4. Statements

Each member of the public can have a maximum of two participations in any meeting (e.g. a written question and a statement, or an agenda item question and a statement) which are subject to the requirements set out below.

All public questions and statements:-

- must not exceed 200 words (inclusive of introductory words/pre-ambles) – a question may have multiple linked parts and that will be considered as one question as long as it is within the 200-word limit. Any pre-ambles or introductory remarks must be included in the 200-word limit;
- must be sent by email to publicquestions@sheffield.gov.uk by the deadlines set out in the [Committee Timetable available here](#). If you do not meet these deadlines, your question or statement will be deferred to the next meeting of the Council unless you withdraw your submission; and
- may be asked in person, [remotely via hybrid link](#) or by a nominated person or Council officer on your behalf. Please note that when presenting a question or statement, any pre-ambles or introductory remarks must be included in the 200-word limit. Written responses can also be requested. Please note, agenda remit questions will only receive a written response and will not be read out in the meeting.

The arrangements for the methods of public participation at meetings are as follows:-

Written questions relating to the remit of the Council Meeting:

- must be received in writing by 9am, six clear working days before the scheduled meeting. E.g. for meetings held on a Wednesday, a written remit question will need to be received by 9.00 a.m. on the Monday of the previous week*; and
- will receive a written response one clear day before the relevant meeting; E.g. for meetings held on a Wednesday, the response will be published on the Monday of that week*. The written remit question will not be read out at the meeting, so there is no requirement for you to attend the meeting, however you can if you wish to do so.

Supplementary questions:

- must arise from the written question or response;
- must be received in writing by 9am on the working day before the relevant meeting. E.g. for meetings held on a Wednesday, a supplementary question will need to be received by 9.00 a.m. on the Tuesday of that week*; and
- may receive a verbal response in the meeting, however, if this is not possible due to lead times, a written response will be provided within 10 clear working days.

Questions relating to the published agenda for the specific Council meeting:

- must be received in writing by 9am, two clear working days before the scheduled meeting. E.g. for meetings held on a Wednesday, an agenda related question will need to be received by 9.00 a.m. on the Friday of the previous week*; and
- may receive a verbal response in the meeting or a written response within 10 clear working days.

Statements:

- relevant to the remit of the Council must be received in writing by 9am, six clear working days before the scheduled meeting;
- relevant to items on the published agenda for the specific Council meeting must be received in writing by 9am, two clear working days before the scheduled meeting;
- statements will be published online the working day before the relevant meeting and circulated to Members; and
- can be read out at the relevant meeting (if time allows) and there is no commitment to responding to a statement.

Petitions:

- must be submitted in writing by 9.00 a.m. at least 2 working days in advance of the date of the meeting, by email to the following address: committee@sheffield.gov.uk, or via the e-petition facility on the [Council's website](#).
- can be presented at the meeting, either in person or remotely, and will be given up to three minutes to do this. If you are not able to attend the meeting, brief details of the petition will be reported to the meeting, or you can submit a statement (maximum of 200 words) to be read out on your behalf.
- a verbal response may be provided in the meeting, however, if this is not possible due to lead times, you will receive a response within 10 clear working days.

Please note that petitions, questions or statements will not be permitted if they relate to:-

- judicial or quasi-judicial matters;
- individual planning/licence/grant applications or appeals;
- identifiable officers or Members of the Council;
- confidential matters of the type referred to in Schedule 12A to the Local Government Act 1972;
- matters which are repetitious, including questions which are substantially the same as questions asked at other meetings of the Council or Committees within the previous six months; or
- matters of an irrelevant, defamatory, frivolous or offensive nature or a general misuse of the opportunity.

* subject to there being no bank holidays, these are not included when calculating clear working days.