

# Agenda Item 4

## Public Petitions, Questions and Statements

This is an extraordinary meeting of the Waste and Street Scene Policy Committee and therefore only questions or statements related to items on the agenda are permitted. A period of up to 30 minutes is allocated at each extraordinary Committee meeting for public questions and 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-amble) – 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-amble or introductory remarks must be included in the 200-word limit;
- must be sent by email to [publicquestions@sheffield.gov.uk](mailto:publicquestions@sheffield.gov.uk) by the deadlines set out in the [Agenda management timetable - Strategy and Resources Policy Committee - 2024 | Sheffield City Council](#), if you do not meet these deadlines, your question or statement will be deferred to the next meeting of the Committee 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-amble 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 Policy Committee meetings are as follows:

Questions relating to the published agenda for the specific Committee 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 Committee 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 Committee 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.

Please note that 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.