



Protocol for the attendance of the public at public meetings of the Hertfordshire Waste Partnership

Meetings of the Hertfordshire Waste Partnership Members' Group are held in public to promote the dissemination of information relevant to waste management services across the county. The following protocol has been agreed to allow members of the general public to contribute appropriately to public meetings of the Hertfordshire Waste Partnership whilst ensuring the effective discharge of partnership business.

If you wish to attend a public meeting please read the protocol below, which also explains what to do if you wish to speak at the meeting and ask a question:

- a) Individuals do not need to give advance warning if they are planning to attend in an observation capacity only.
- b) Groups wishing to attend a meeting should advise the Hertfordshire Waste Partnership team via email (wasteaware@hertfordshire.gov.uk) of the size of the group at least 7 working days in advance of a meeting. This is to check that venues will be able to accommodate a large group and / or combination of groups. It may be necessary to request that group sizes are limited to ensure meetings can be held in safety.
- c) If an individual and / or group wish to speak at a meeting, a written request needs to be sent to the Hertfordshire Waste Partnership team, via email (wasteaware@hertfordshire.gov.uk), at least 3 working days in advance
- d) If an individual and / or group wish to ask questions at a meeting, a written request needs to be sent to the Hertfordshire Waste Partnership team, via email (wasteaware@hertfordshire.gov.uk), at least 3 working days in advance of the meeting. The email must specify the question(s) to be asked to allow time for answers to be prepared.
- e) Individuals and / or groups wishing to speak and / or ask questions must confine themselves to issues under the remit of the Hertfordshire Waste Partnership. Issues of operational concern about specific local services need to be addressed to the relevant partner authority.
- f) Members of the public wishing to speak / ask a question must do so in person at the meeting. Normally they will be asked to do so at the start of a meeting.
- g) If there is more than one organisation applying to speak / ask a question on the same topic, it will be at the Chairman's discretion who is allowed to speak.

- h) Answers will be given by the Chairman of the HWP Member group, following which the individual or group tabling the question will be allowed to ask 1 supplementary question. 5 minutes will be allowed for the asking of the supplementary question and the ensuing response.
- i) If the Chairman, other HWP Members, or officers present at the meeting cannot provide the answer a written response will be provided by the Partnership Development Manager in consultation with the Chairman within 3 working days.
- j) Up to 3 individuals or groups will be allowed to address each individual meeting. Individual speeches or questions will be limited to a maximum of 3 minutes each.
- k) Where the Chairman feels that it would be of benefit to allow more time to discuss a particular question, the Chairman can exercise the discretion to suspend this protocol in part or whole, dependent on the issues being dealt with.
- l) The protocol is reviewed on an annual basis to make sure that it effectively manages contributions from the general public and interested parties whilst ensuring effective discharge of HWP business.

(last updated June 2015)