

## **The Future Oxfordshire Partnership Public Participation Protocol**

### **February 2021**

#### **Introduction**

1. Members of the public may ask questions of, or make addresses to, the Future Oxfordshire Partnership at its meetings, subject to the restrictions in this protocol. There shall be a specific item on each agenda for public speaking to take place.
2. Questions and addresses must be directly relevant to the Future Oxfordshire Partnership's functions and must relate to a substantive agenda item for that meeting.
3. This protocol will also apply to Future Oxfordshire Partnership Scrutiny Panel meetings until such a time that the Panel establishes separate arrangements.
4. Up to 30 minutes of each meeting will be designated for public speaking.

#### **Questions and Addresses**

5. Any member of the public wishing to ask a question or make a statement may do so at a meeting of the Future Oxfordshire Partnership, and must give notice of the question or statement in writing or by email to the Chief Executive or the Secretariat of the host authority, at least three clear days before the meeting (i.e. not counting the day of the meeting or the day of receipt).
6. Such questions and statements shall be for up to three minutes each, but this time may be varied at the Chair's discretion depending on the number of speakers in attendance and having regard to the total time allocated to public speaking.
7. The Chair will direct questions to the most relevant person on the Future Oxfordshire Partnership to answer submitted questions, which may include supporting officers in attendance where the matter is of a technical nature.
8. The speaker may read their question or statement, but the Chair will do so if the questioner wishes for that or is not present at the meeting.
9. A supplementary question may be asked if, in the Chair's judgement, this can be managed within the time allocated to public speaking.
10. The answer given may take the form of an oral statement or may be given subsequently in writing to the questioner and published online. It is intended any written response will be given within ten clear working days of the meeting. Any oral response will be summarised as part of the minutes of that meeting.
11. The Chief Executive of the host authority may, in consultation with the Chair of the Future Oxfordshire Partnership, refuse to accept a submitted question or address if

they consider it to be offensive, defamatory, frivolous, vexatious, or is not directly relevant to the remit of the Future Oxfordshire Partnership.

12. There will not normally be any discussion on representations made except to the extent that they are considered when the relevant agenda item is considered later in the meeting.
13. A written summary of public addresses and questions will be provided in the minutes of the meeting.

### **Restrictions**

14. Submitted questions shall be dealt with in the order of receipt by the host authority, except where matters on the same subject can be grouped together.
15. The Chair may vary the provisions of this scheme for a meeting, on taking advice, should they believe that to be appropriate.

### **Recording of meetings**

16. Meetings may be filmed for live broadcast and recorded via the Future Oxfordshire Partnership's [YouTube Channel](#) - at the start of the meeting the Chairman will confirm the meeting is being filmed. By registering to speak you are consenting to being recorded and to the use of those video and audio recordings for webcasting.
17. Vale of White Horse Council is the Future Oxfordshire Partnership's current Data Controller under the Data Protection Act. Data collected during a webcast meeting will be retained in accordance with the Future Oxfordshire Partnership's [Privacy Notice](#)