



Guidance on Addressing the Cabinet

You should remain seated at all times during the meeting, until the spokespersons are invited by the Chair to speak.

Your deputation will be limited to five minutes (collectively) to present your case to the meeting. The five-minute time limit may be increased at the discretion of the Chair.

Once you have addressed the meeting, the Members present will be invited to put questions to you. Members or officers of the Council may also be invited to speak and to receive questions. Spokespersons will not be permitted to ask questions directly of Officers.

The Cabinet will then hear any other deputations present. Thereafter, the Cabinet will debate and take a decision on the matter before it, if appropriate. Once you have heard the decision you are free to leave, but are welcome to stay to listen to the rest of the meeting if you so wish.