

Matters excluded from the scheme

- Reference to an individual's circumstances where it would be inappropriate for details to be aired in public.
- Applications for legal consents where alternative procedures exist, e.g. applications for licences, building control, planning permission etc.
- Matters which are, or should be, dealt with through established appeals procedures or which have been decided by an appeal hearing, e.g. housing and council tax benefits, planning refusals, enforcement matters, etc.
- The local plan/local development framework which has an alternative statutory procedure for dealing with objections and appeals.
- Community infrastructure levy charging schedule which is subject to a statutory consultation procedure.
- Matters which are the same, or substantially the same, as those put to a previous meeting of the Council, unless circumstances relating thereto have materially changed.
- Matters where the answer would involve the likely disclosure of exempt or confidential information.
- Allegations against individual councillors or officers.
- Individual applications for grant aid.
- Any breach, or potential breach, of legislation, e.g. individual cases of enforcement or potential enforcement arising from a breach, or possible breach, of planning control.
- Disputes between individuals, e.g. neighbours.
- Extraordinary/special meetings or the annual meeting of the Council unless the matter relates to an item of business on the agenda.

General information

In making a submission to the Council under the Scheme of Public Participation, members of the public will be expected to behave in an orderly manner.

In addition to this scheme, the council welcomes the public to attend at Council and Executive Committee meetings where open business is discussed.

Agenda papers for the council's meetings can be inspected [beforehand](#) and will be made available to those attending meetings.

As a member of the public you have the right, should you be dissatisfied with any action or decision taken by the council, to make a formal complaint under the authority's complaints procedure. Should you remain dissatisfied after an internal investigation, you have the right to make a complaint against the authority to the Local Government and Social Care Ombudsman.

Forms for the council's complaints procedure, and on how to complain to the Local [Government and Social Care Ombudsman](#), are available from the main reception at the borough council offices and on the council's [website](#).

As part of the public participation process, you will be required to provide your name and contact details. This information will only be used to contact you in relation to your wish to participate in a Council/Committee meeting and will be retained until the minutes of that meeting are approved as a correct record. For more information, please [visit our website](#).

Scheme of public participation



Council and Executive Committee meetings

A guide to how you can **participate at meetings**



Scheme of Public Participation

What is it?

The Scheme of Public Participation gives members of the public the opportunity to tell council members, at a Council meeting or Executive Committee meeting, about things of concern to them.*

Who can use the scheme?

The scheme is open to any resident of Tewkesbury Borough or representative of a business or organisation operating in Tewkesbury Borough, provided that the representative is present at the meeting at which the petition, question, statement or deputation is presented.

How can I use the scheme?

You can use this scheme to present either a question, a statement or a deputation to either the Executive Committee or Council.

Petition

The Council has a separate petitions scheme.

Question

You are able to ask a question of the relevant member at a meeting of either the Executive Committee or Council.

Statement

You can make a statement to a meeting of the Council or Executive Committee, about a council service, about something the council has done or not done, or about a matter of local interest or concern.

Deputation

You can present a deputation to any meeting of the Council or the Executive Committee calling for action by the council, to register a view about something the council has done or not done, or to make a position statement about a matter of local interest or concern.

Whichever method you choose, the content must concern a matter of general interest to taxpayers of the borough and something that is within the council's responsibility.

*Submissions to the annual meeting of Council or any extraordinary meeting must relate to an item on the agenda

What do I do next?

You must give advance written notice to the corporate director, at least three clear working days before the meeting. This notice excludes the day of the meeting, Saturdays, Sundays and public holidays.

Please email democraticservices@tewkesbury.gov.uk or phone: 01684 272021.

What details do I need to include in the written notice?

The written notice must describe what form of submission is to be made (e.g. question, statement or deputation); with any question being set out in full. It must also identify the name of the person who will be making the presentation, so that the mayor/chair knows who to call at the meeting.

If you are making a statement or deputation you will be asked to provide a copy of the statement or a written summary of the points mentioned to the corporate director.

Can I get help and support with my submission?

Yes - the corporate director will be able to advise you both on what you can put in your submission and the process. Help and support will be given to those who wish to use the scheme, including the reading out of the submission, if you request it.

Please email democraticservices@tewkesbury.gov.uk or phone: 01684 272021.

Is there a time limit for presenting submissions at a meeting?

Yes - you will be allowed no more than five minutes. The overall time at a meeting to hear submissions from the public is 30 minutes, although the mayor/chair may allow more time if necessary.

Will I be asked any questions at the meeting about my submission?

It might be necessary for members to ask you questions in order to have a complete understanding of the issues. However, members can only ask factual questions of the person making the submission.

Are there any matters that I cannot raise through the scheme?

Yes. Please turn the page for a list of the matters that fall outside the scope of this scheme.