

Having your say - Deputations

One of the ways in which a group of people can raise a concern is by taking a deputation to a meeting of the Council or our Cabinet.

There are a number of rules about how you can do this and what you need to do but these all quite simple and are summarised below

If anything is unclear please email us on governance@hackney.gov.uk or give us a call on 020 8356 3321/3338/3503 and we will talk you through the process

What do I need to do?

First of all, the issue you wish to raise must be one that the Council can do something about.

It can't be about individual planning or licensing applications for which there is a separate process.

It can't be about something which relates to matters which are confidential or exempt from disclosure such as contractual matters or personal details.

The request should briefly set out the purpose of the deputation and what you want the Council to do and contain the signatures and addresses of 10 registered Hackney voters and a sponsoring Hackney Councillor and should be emailed to the above address or delivered to Hackney Town Hall, Mare Street, E8 1EA marked for the attention of Governance Services.

The signatures must be on the same piece of paper as the stated purpose of the deputation.

Deputations are normally submitted to a full Council meeting but if there is not one in the near future it can be taken to Cabinet for discussion, they do not have to be about an item which is on the agenda for that meeting.

Please call us to talk about the deadline for the inclusion of a deputation request in the agenda of either of these meetings but typically it is 12:00 noon at least 8 clear days [excluding weekends and bank holidays] prior to the meeting. Thursday for a full Council meeting on a Wednesday, Tuesday for Cabinet meeting on a Monday.

What happens then?

If your deputation request has been agreed for inclusion in the agenda for a full Council or Cabinet meeting you will be contacted by us and we will talk through with you the process involved on the night.

Both Full Council and Cabinet meetings meet at Hackney Town Hall at 7:00pm and 6:00pm respectively so if you arrive a bit early and introduce yourself to the Governance Support Officer they will lead you to your seat.

Once some standard items of business have been dealt with you will be invited to address the meeting.

Before you speak your sponsoring Councillor will be asked to introduce you to the meeting and then you will have up to five minutes to explain your concerns and what you want the Council to do about them.

After you have spoken the Mayor, his Cabinet Members or other Councillors may ask you questions about your deputation and then a response will be made to you.

I am not very good at speaking in public?

We recognise that the Town Hall can occasionally seem an intimidating place but we will do everything we can to make you feel welcome and the experience a pleasant one.

Attending the meeting

If you have any special requirements which require assistance e.g. wheelchair access please let us know

Has this been helpful?

If so, or if you feel we could have been clearer, please let us know.

Hackney Governance Services