

Councillors' News - Public and Councillor Deadlines Associated with Meetings

The various deadlines are set out below to help councillors, including when approached by constituents:

General

Public Questions (not related to specific planning applications) to be asked at Council, Cabinet and Committees - 48 hours (not including weekends or public holidays) before the start time for the meeting.

Petitions (Council only) - 48 hours (not including weekends or public holidays) before the start time for the meeting.

Requests to speak on agenda items (not related to specific planning applications) - 15 minutes before the start of the meeting.

Planning Meetings (assuming a Thursday meeting)

Deadline to request to speak: 12:00 noon, noon on the Monday before the meeting (two clear working days) - **includes councillors and parish and town councillors.**

Questions of clarification from objectors registered to speak - no later than twenty four hours before the start time of the meeting - **includes councillors and parish and town councillors.**

Deadline for written submissions - 12:00 noon on the day before the meeting (unless the meeting is being held on a Monday, when the deadline would be noon on the preceding Friday) - **includes councillors and parish and town councillors.**

Executive Decisions

Call-in of Executive Decisions (Decisions by Cabinet, Cabinet Committees / Sub-Committees), Individual Cabinet members and Officers taking Key Decisions) - 5 working days after the decision is published.

Council Procedure Rule 15 Reviews

Review of a non-executive committee decision by Council - within 24 hours of the decision being published (councillors only).

Details of deadlines for individual meetings and contact information for the officer supporting the meeting is included on the front of each agenda.

If you need any further information or have any questions please contact

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