

Guide for deputations delivered to a virtual meeting of the Council

Please read this document before submitting your deputation to Fareham Brough Council. Deputations are a formal part of the democratic process and the rules for which are governed by the Council's Constitution.

Introduction

Deputations made at a virtual meeting follow the same rules as a deputation made in person at a physical meeting. Our website provides full details under our deputation scheme, but here are some of the key points –

- In order to submit a virtual deputation, the depute must either; live, work or study in the Borough.
- In order for us to formally except a request to speak we ask that an online deputation form be completed.
- A deputation must be relevant to the topic of which the depute has asked to speak and be within the functions and powers of the Council. (Planning Committee has some separate guidance that can be found on our [website](#))
- Your name will be logged as a depute and published with the Minutes of the relevant meeting which are held in perpetuity.

Format

A deputation must be in the form of a written, video or audio speech.

Written deputations must be no longer than 400 words in length and we ask that these are submitted in a Microsoft Word format where possible. Written deputations will be read out by a member of the Committee Team during the live virtual meeting.

Video deputations must be no longer than 3 minutes in length. 400 words is approximately 3 minutes. Videos are to be in a simple format with the depute speaking to the camera and delivering the deputation. Videos containing presentations, text or other images will not be excepted. Videos will be played during the live virtual meeting.

Audio deputations must be no longer than 3 minutes in length. 400 words is approximately 3 minutes. Recordings will be played during the live virtual meeting.

Further information

Not all meetings are the same and we ask that deputees read the relevant deputation pages on the Council's website before submitting your request to speak. The rules set out are to make the deputation process as fair as possible for everyone. If you have any further queries, please contact a member of the Committee Team - democraticservices@fareham.gov.uk, who will be more than happy to assist.

[Deputation webpages](#)

[Constitution](#)