

# Public Speaking & Questions at Health and Wellbeing Board

The Health & Wellbeing Board is a Committee of the Council that has responsibility for Health and Wellbeing matters within the Borough. Further details can be found in the Terms of Reference.

Public speaking at Health & Wellbeing Board meetings is not a legal requirement. The purpose of this scheme is to give the public an opportunity to make their views known and ask questions in person to the Board.

Health & Wellbeing Board meetings are normally held on Thursday afternoons. Venue details can be obtained from Democratic Services. The public speaking session will take place near the start of the meeting. Any speaker not present when the public speaking session commences will lose the opportunity to speak.

If you wish to speak at the meeting you must register in advance in accordance with the procedure set out below.

## When can I speak on any matter?

You can only speak on matters which are within the remit of the Health & Wellbeing Board.

## How will I know when a particular matter that is of interest to me is going to be discussed at the Board?

The matters discussed by the Board will be set out on the meeting agendas which are published on our website no later than five clear working days before the date of the meeting and can be accessed via the link below.

## Who can speak at Health and Wellbeing Board Meetings?

Any member of the public can speak at the Health & Wellbeing Board but there are some rules to ensure that the meeting is kept to an acceptable timescale.

If you wish to speak at the Board you will need to notify us beforehand (specific details are contained in this document). Your request will be considered to ensure that it relates to Health & Wellbeing Board matters and is an appropriate matter for a public question. You will be contacted prior to the meeting to confirm whether your request to speak or ask a question has been put onto the agenda.

A maximum of 3 minutes is allocated to each speaker and there will be a maximum of three public speakers per meeting.

These time limits will be strictly adhered to and the Chairman will have the discretion to halt the Speaker should they begin to stray from the subject matter or make inappropriate or offensive comments.

Speakers may read from prepared statements.

Once speakers have finished they will be asked to retake their seats in the public gallery and may take no further part in the meeting.

## What can I say?

Comments must be based on Health & Wellbeing Board issues. You can either make a brief statement about something that is of interest to you or ask a question on a subject that relates to the work of the Board.

## How do I arrange to speak at the Health & Wellbeing Board?

You must register to speak by notifying Democratic Services in writing or by email providing your name, contact details and the subject that you want to either speak or ask a question about.

**Democratic Services**  
**Telford & Wrekin Council**  
**Darby House**  
**Lawn Central**  
**TF3 4JA**

01952 383540  
democratic.services@telford.gov.uk

Names of all those who register to speak will be publicly available from Democratic Services.



**Telford & Wrekin**  
Co-operative Council

**Protect, care and invest  
to create a better borough**

**Speakers must not:**

- Make statements of a personal or slanderous nature; or
- Be abusive; or
- Interrupt other Speakers

**Can I provide additional information to present at the meeting?**

Additional material can be provided for further reference but it should be noted that the public speaking session is not the appropriate forum to seek answers to individual complaint or queries which will need to be pursued elsewhere. Officers can provide further details on how to do this if required.

**What happens if a matter that I want to talk about is withdrawn prior to meeting?**

Reports are seldom withdrawn once the agenda has been published but if you wanted to speak about a particular issue and find that the board agenda has been changed you can ask that your application to speak is moved to another meeting.

**Where can I get further information or advice?**

Public Speaking & Meeting Procedure Queries:  
Democratic Services

01952 383540

[democratic.services@telford.gov.uk](mailto:democratic.services@telford.gov.uk)



**Telford & Wrekin**  
Co-operative Council

**Protect, care and invest  
to create a better boroug**