

## **A protocol for presentations to County Council, Executive and Overview & Scrutiny by partners and other outside bodies**

### **1. Summary**

- **Most external presentations should go to the appropriate scrutiny committee, not to County Council**
- **When a presentation is made to County Council, it must be on the understanding that it is limited to ten minutes presentation, using around ten slides and with ten minutes for questions.**

### **2. Background**

2.1 We often have presentations to Members in formal sessions. Most of those are from our own officers, imparting information, seeking inter-action and contributing to policy and service development. From time to time, we also receive requests from outside bodies, some of whom, but not all, are our partners in service delivery to make a presentation to County Council. These may not be service delivery related but fall within our community leadership role. This protocol covers how we deal with external presentations to the Council, the Executive and the Overview & Scrutiny committees.

2.2 For clarity, 'external presentation' through this protocol means 'where an external body gives a presentation to Members to improve their understanding of a topic'.

### **3. Considerations**

3.1 Following on from the Local Government Act 2000, which introduced 'executive' and 'overview & scrutiny' arrangements into local authorities, it should be noted that most functions are now executive functions. This means that requests to make presentations to the Council may not be strictly relevant. However, it should be also be appreciated that most people outside local government still think of a council and its committees, rather than the structure which we have had for the last ten years.

3.2 With most services being provided from within executive functions, the logical place for a presentation to be made is to the appropriate overview & scrutiny committee. We have six functional committees which cover everything we do and the members of those committees are there because they have a particular interest in the subject matter. Therefore, there should be a presumption, when we are approached to make a presentation, that those making the request be directed towards the relevant scrutiny committee. There needs to be some sort of screening

arrangement for such requests: bearing in mind the need for most things to be steered to Overview & Scrutiny, applying a test of reasonableness should not be onerous.

3.3 There are, of course, going to be some exceptions. Sometimes, the regulators will need to make a presentation to the Executive or to Council, but those are effectively governance issues rather than imparting information and thus fall outside this protocol.

3.4 Where an external organisation needs to make a presentation, we need to offer firm guidance as to what is acceptable in terms of time. Given the volume of business which often has to be transacted and the tendency to over-discuss early items, it is suggested that

- Presenters be told that there is a strictly enforced ten minute slot for giving a presentation
- No more than ten slides should be used, with an advance copy being made available to us to provide paper copies to Members
- A ten minute question and answer session will then take place
- The Chairman will be reminded of the protocol during the briefing and the advising officer will reinforce this during the meeting.

#### **4. Recommendation**

4.1 That the above become the protocol for external presentations.