

Extract from the Scottish Borders Council Deputations Procedure

12. The procedure at the meeting, for each deputation considered, shall be as follows:
- (i) the meeting shall be in public unless the subject matter of the deputation would be deemed to be confidential under the terms of Section 7A of the Local Government (Scotland) Act 1973;
 - (ii) the principal speaker, or named deputy, shall give a statement in explanation of the deputation;
 - (iii) there will be an opportunity for Members of the Committee to ask questions of the speaker;
 - (iv) there will be an opportunity for any Director(s), Executive Member(s) and Community Planning Partner representative(s) present to ask questions of the speaker;
 - (v) a response to the deputation may be heard from a Director, Executive Member and/or Community Planning Partner representative present at the meeting;
 - (vi) there will be an opportunity for Members of the Committee to ask questions of any Director, Executive Member(s) and Community Planning Partner representative(s) present at the meeting;
 - (vii) there will be an opportunity for the speaker to ask questions of any Elected Member, Director or Community Planning Partner representative present at the meeting;
 - (viii) Members of the Committee shall then discuss the information available and consider their findings. The Committee may defer a decision should further information be required.

Note: any contribution on behalf of the deputation from a second or other speaker(s) shall be at the discretion of the Chairman. The public will not be allowed to speak at the meeting unless invited to do so by the Chairman.

13. The Petitions and Deputations Committee shall agree to one of the following:-
- (i) refer the subject of the deputation to another Committee or Director, with or without a recommendation or comment. That Committee or Director shall then make the final decision which could include taking no further action;
 - (ii) refer the subject of the deputation to the relevant Community Planning Partner, with or without a recommendation or comment, if appropriate;

(iii) that the issue(s) raised do not merit or do not require further action.

14. The decision of the Petitions and Deputations Committee, and any reason for that decision, shall be recorded in the Minute of the Meeting and a copy of the Minute shall be sent to the principal speaker by Democratic Services staff. Where the subject of a deputation is referred to a Director or another body, the responsibility for communicating the final outcome of the petition is also referred. Updates on these outcomes will be provided to the Petitions and Deputations Committee.
15. There will be no right of appeal in response to a final decision made in response to a deputation.