

## Deputations: Hybrid Meetings

### What is a deputation?

Members of the public do not have automatic speaking rights at meetings of the Authority or its committees. Instead, any individual or group wanting to address a meeting about an issue must make a request to speak in advance, known as making a deputation. After a deputation request is made, it is up to the Chair of the relevant body to decide whether to hear the deputation or not. The process is set out in section A.17 in our [Standing Orders](#).

Hybrid meetings allow some remote attendance but with the decision makers being physically present. You can find out more information on our hybrid Authority meetings page.

Should the Chair agree to hear a deputation, the depute will have the option to join the meeting remotely and be issued with details on how to do this. Any person who would like to make a deputation, but cannot participate remotely due to technological reasons, or does not wish to do so, may attend the meeting place to give their deputation in person.

### Who should I make my deputation request to?

Deputations must be made to the named committee officer on the agenda for each meeting. Any person likely to be affected by a matter in which the Authority has functions is entitled to ask that a deputation be received by the Authority. Deputations from people residing outside the area of the Constituent Councils may be received, subject to the requestor providing a suitable explanation as to how they are affected by the issue they wish to raise.

Deputations should be about matters which affect the Authority's area and relate to the functions of the Authority. The deputation request may be refused if it is not made in accordance with the requirements of Standing Orders.

### What should I put in my deputation request?

Deputation requests have to be made in writing and should include:

- A summary of the points you wish to make, including what action you would like the Authority to take.
- Contact details, including email address, of the person(s) or organisation(s) who will be addressing the meeting. A maximum of 7 people are permitted in the deputation party. However, please note that if you are providing your deputation remotely, you **must** identify a single speaker for the deputation party in case of connection issues. If the identified speaker's connection fails when the item under consideration is the item on which they have asked to address the meeting, the meeting will be

adjourned or the Chair may choose to move to another item if appropriate while the connection is re-established. Where the connection of another member of the deputation party is interrupted, the Chair will not ordinarily adjourn the meeting but will have the discretion to do so where considered appropriate.

- Any photographs, pictures or other illustrative material that you want to refer to when making your deputation.

Bear in mind that any deputation requests that are accepted will be published on the Authority's website. You should read our [Privacy Notice](#) in respect of this.

Deputation statements should be sent to the committee officer before the deadline. It is strongly recommended that you submit your deputation requests via email as these can be picked up more quickly.

### **Deadlines**

In order to give councillors and officers time to consider deputation requests, there is a deadline for requests to be made which is three clear working days before the meeting.

Working days are Monday to Friday (not including bank holidays). Please feel free to [contact us](#) to clarify any deadlines.

### **Preparing to join a meeting remotely**

If your deputation request is accepted, officers will publish the deputation statement on the Authority's website and send the link to councillors.

Due to the way the technology works, as far as possible, deputees joining remotely will need to provide an email address and have access to a device with Internet connectivity for the duration of the meeting. If a deputation request is accepted, deputees will be issued with details on how to join the meeting via Microsoft Teams. This is separate to simply hearing and watching the live feed as an observer.

Deputees must not forward the link to any other participants. Only those who have registered with the Council in advance will be admitted to the Teams meeting as a participant. If you have an issue connecting, which means you need to attend with a different email address than that registered, then you must let the clerk know as soon as possible.

It is recommended that in preparation for participating in a meeting remotely, deputees should:

- Download the [Microsoft Teams app](#). This should give you a better experience in participating but is not mandatory. You can also join on the web.

- Ensure that you are located in an area where you are unlikely to be disturbed.
- Test your broadband connection to ensure it is sufficiently stable to join the meeting. If your connection has low bandwidth, you might need to close any other applications you are using on your device and ask others using your broadband connection to disconnect their devices from the broadband for the duration of the meeting. If this does not help, you may wish to try connecting your device to your router using an Ethernet cable.
- Ensure that your background is neutral – a blank wall is best – and that you are dressed appropriately for a meeting held in public.
- Ensure that the camera on the device that you are using is positioned to provide a clear, front-on view of your face. This may involve thinking about lighting in the room you are in – for example, sitting in front of a window may plunge your face into shadow – or putting your webcam, laptop or tablet on top of a couple of books so that you can look into the camera face on.
- Ideally, you should use earphones or a headset to participate in meetings as it reduces the risk of feedback from using your device’s external speaker and reduces background noise from your surroundings.

The committee officer will be online 15 minutes before the meeting start time to give everyone time to join and deal with any technical challenges, so please try and join the meeting no later than 5 minutes before the formal meeting start time to make sure that everything is working. The committee officer will check with each depute that their audio and video connections are working. They will then ask you to mute yourself and turn off your video feed until your deputation is called.

### **Giving your deputation at a meeting remotely**

At the point at which your deputation is to be heard, you should unmute your microphone so that you can address the meeting. Once the allotted time has expired you will be asked by the Chair to bring your remarks to a close, mute yourself and turn off your video. Deputies may be asked to answer questions subsequently and should turn on their video and unmute themselves as needed.

The deputation will generally be heard as follows:

1. The Chair will invite the speaker(s) to address the meeting. The maximum time permitted is five minutes. The speaker(s) should make sure that their remarks are relevant and no personal attacks or defamatory statements are made. Speakers should also be mindful not to present personal data relating to third parties without their consent.
2. Councillors can then ask questions (up to five minutes), to which any member of the deputation can respond.
3. The Chair then has the right to respond.

Deputations joining a meeting remotely are asked to adhere to the following guidelines:

- Mute your microphone and turn off your video when you are not talking in order to reduce bandwidth. The committee officer may do this if you have left your microphone on.
- Only speak when invited to do so by the Chair.
- When speaking for the first time, please state your name.
- While noting the time limits in place for deputations, keep your deputation and other contributions brief and to the point.
- If referring to a specific page on the agenda, mention the page number.
- Deputies should not use the 'chat' function.
- Once the deputation is over, the deputies should leave the call, although they can continue to watch via the public video stream of the meeting at [www.camden.gov.uk/webcast](http://www.camden.gov.uk/webcast).

Any deputies causing disruption to the meeting – such as unmuting themselves and speaking when not asked, or using the 'chat' function, will be warned by the Chair and may be muted, or if deemed necessary, removed from the meeting.

### **Interruptions to a deputy's connection**

You will need to identify a single speaker for the deputation party in case of connection issues. If the identified speaker's connection fails when the item under consideration is that on which they have asked to address the meeting, the meeting will be adjourned or the Chair may choose to move to another item if appropriate while the connection is re-established. Where the connection of another member of the deputation party is interrupted, the Chair will not ordinarily adjourn the meeting but will have the discretion to do so where considered appropriate.

### **Exempt or confidential items**

The Authority will go into closed session during the meeting to consider information that is confidential or exempt from publication. This will usually happen after all public reports have been considered. The councillors will pass a resolution to move into private session, the public feed will be cut and any participant who is not a member of the Authority will be asked to leave the meeting. If you are asked to leave the meeting, please end your connection promptly. Any connections that are not ended promptly will be terminated by the committee officer.

If the meeting resumes in public, the committee officer will advise that you can rejoin the remote meeting.

### **Recordings**

Remote meetings of the Authority are capable of repeated viewing for up to twelve months via [www.camden.gov.uk/webcast](http://www.camden.gov.uk/webcast) which would include any deputations, both in person and remote. Please note that by making a deputation your contribution will be recorded, including video when switched on, when addressing the meeting.

### **Privacy Notice**

This Privacy Notice relates to information supplied by you when submitting a deputation request or a written submission to North London Waste Authority.

#### Name and contact details of the data controller:

When we collect your personal data or when you provide us with your personal data, NLWA is the controller and responsible for your personal data. We have appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

#### **Contact details**

Postal address:

Data Protection Officer

North London Waste Authority

Unit 1B, Berol House, 25 Ashley Road

Tottenham Hale

London, N17 9LJ

#### Who is our Data Protection Officer:

The Authority's Data Protection Officer is Joe Sheeran. He can be contacted at:

Email address: [joe.sheeran@nlwa.gov.uk](mailto:joe.sheeran@nlwa.gov.uk)

Telephone number: 07974 599654

#### What will we do with the information that you have provided to us?

Any data you have provided will be processed in such a way as to allow us to deal with your request to make a submission to a formal meeting of North London Waste Authority and to reflect the Authority's legal duty to allow public access to its formal meetings (except in

limited circumstances where the press and public may be excluded). We will only process the information provided to us for the purpose for which you have provided it.

Your name and address may appear in the papers of the council, committee or sub-committee meeting that you have asked to make a deputation to. These papers are freely available on the Authority's website – [nlwa.gov.uk](http://nlwa.gov.uk)

We will not transfer your personal data outside of the EU/EEA.

#### How long will we hold this information?

The Authority has a legal and public interest obligation to retain records of all formal council, committee and sub-committee meetings, and this will include details of submissions made to those meetings. More information is contained in the Authority's personal data retention policy available on [our website](#).

#### Your data subject rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see the [NLWA website](#) (item 12 of our Privacy Notice) and the [ICO website](#) for more information. If you wish to exercise any of the rights set out above, please contact our Data Protection Officer.

#### The right to lodge a complaint with a supervisory authority

You can complain to the Information Commissioner's Office (ICO) if you are unhappy with how the Authority has handled your personal data. It would be helpful if you contacted us first at [post@nlwa.gov.uk](mailto:post@nlwa.gov.uk) to see if we can resolve the problem.

If you need to contact ICO during the coronavirus pandemic, it's best to do so online. You can also call the ICO on 0303 123 1113 or get in touch via [live chat](#). The ICO can also be contacted by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

For details of Camden Council's Privacy Notice please see [London Borough of Camden's Privacy and Data Protection webpage](#).