

In providing its services, the Council aims to give equal access to everyone and will make reasonable adjustments to meet the needs of members of the public with disabilities who wish to attend any meeting of the Council, its Executive and Committees/Sub Committees.


An infra-red induction loop facility is available for meetings held in the Council Chamber and in Committee Room 1.

If sufficient notice is given, arrangements for British Sign Language interpretation or another preferred method of communication, may be possible.

Lift access is available to the Council Chamber and Committee Rooms in the Borough Hall. We will gladly discuss any particular access requirements you have.

If you would like further information please use the contact details provided.

If you would like a copy of this leaflet in large print, braille or on audio tape and for information in respect of access to other Council services, please contact the Council's Disability, Equality and Access Officer.

 **01234 221762**


Contact us

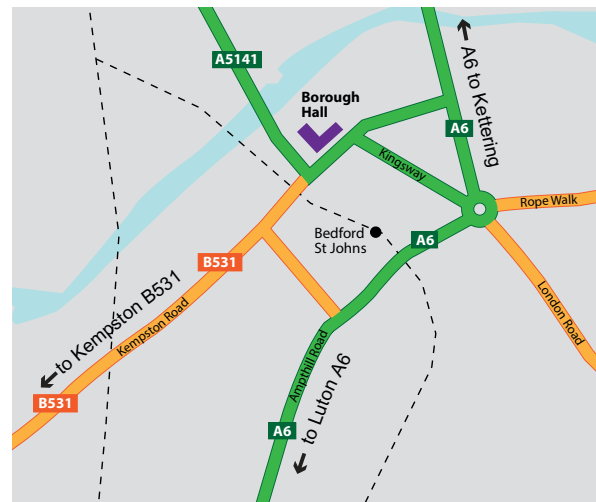
 **01234 228819**

Core hours:

- Monday to Thursday
8.45am-5.15pm
- Friday
8.45am-4.45pm

Where to find us

 Borough Hall
Cauldwell Street
Bedford
MK42 9AP



Question Time

Your chance to ask



Presenting Petitions

Your chance to start a debate

Bedford Borough Council - question time

Is there anything you would like to ask the Council about – for example:

- Its policies or the way it carries them out
- Problems in your area
- Council services

You can ask your question in person at most Council, Executive or Committee meetings.

Questions can be asked without notice or sent in advance to the Chief Executive.

Questions must relate to matters over which the Council has powers or duties; or which affect the economic, social or environmental well being of the Borough.

Questions can be asked of the:

- Chair of the meeting
- Elected Mayor
- Relevant Portfolio Holder
- Chair of a Committee
- any other Council Member

Questions considered to be scurrilous, improper, offensive or substantially the same as a question which has been asked at a previous meeting will be disallowed.

After your question has been answered, you may ask one relevant supplementary question and/or make a short statement (not exceeding 2 minutes).

If it is not possible to provide a full reply at the meeting, or the Member concerned declines to answer it, a written answer will be provided, wherever possible, within 10 working days of the meeting.

Petitions

Petitions, which must include its subject and the action being requested and the name, address and signature of anyone supporting the petition, may also be presented to any ordinary meeting of the Council. Petitions must be accompanied by the organiser's contact details.

- If you wish to present a petition please try to give us 3 clear working days notice before the meeting at which you wish to present it and, let us know the wording of the petition, this helps us to ensure that your petition will be fully dealt with.
- Petitions which are considered to be vexatious, abusive, or otherwise inappropriate, will not be accepted. There are also certain types of petition which are excluded from the scheme.

For more information about, or assistance with, submitting a question or a petition please use the contact information in this leaflet, or follow the “Council and Democracy” link from the Council's website. If your petition has more than 30 signatures it will be scheduled for a Full Council debate (subject to some exceptions). However it is unlikely that the petition will be discussed at the same meeting as it is presented.

An e-petition facility is also available through our website.

Contact



**Chief Officer for
Democratic & Registration Services**
Borough Hall,
Cauldwell Street,
Bedford MK42 9AP



righttospeak@bedford.gov.uk

Democratic & Members Team



01234 228819



01234 228935

A template for providing your question is available as a link on the Council's website:



www.bedford.gov.uk

You can also use the above contacts to find out information about the dates of future meetings.