



## HAVE YOUR SAY

City of York Council has systems for making decisions, and members of the public are entitled to:

- participate in the decision making process;
- exercise their right to have a say about decisions;
- understand what decisions have been taken, and why;
- access documents supporting decisions.

## HOW DO I FIND OUT WHAT DECISIONS ARE DUE TO BE MADE?

You can access the **Forward Plan** on the council's website. This lists the decisions that the Executive Members are expected to take over the coming four month period. It is published on or around the 14th of every month.

## HOW DO I PARTICIPATE AT THIS STAGE?

The **Forward Plan** provides details of any consultation taking place and who to contact should you wish to comment.

## HOW DO I FIND OUT WHEN MEETINGS TAKE PLACE?

Meeting dates are published on the council's website and agendas, reports and background papers are available on the website, at libraries and from the Guildhall - usually five days before the meeting.

**Website address: [www.york.gov.uk](http://www.york.gov.uk)**

You can also **contact Democratic Services on (01904) 551088** to find out when a meeting is taking place or to request an agenda.

## ARE THERE ANY MEETINGS WHICH I CAN'T ATTEND?

You may attend any council meeting unless confidential information is being discussed and this will be indicated on the agenda.

Confidential information is usually commercially sensitive or relates to someone's personal details

City of York Council has adopted a public participation scheme which encourages you to attend its meetings and participate. You might want to bring a particular issue to the attention of councillors, to contribute to a debate, or give your views on a planning application or development.



## HOW DO I ARRANGE TO SPEAK AT A MEETING?

Anyone may attend a public meeting if they just want to observe.

If you want to speak at a meeting you must register to do so by contacting Democratic Services on (01904) 551088.

Generally, only one person is allowed to speak for or against an item on an agenda so requests to speak are registered on a first-come, first-served basis.

You must register to speak by 5pm on the (working) day before the meeting.

## WHAT HAPPENS AT A MEETING?

Most meetings will follow a similar format. The public speaking session is usually near the beginning of the meeting.

When it is your turn the chair will call you and invite you to speak.

You will have up to three minutes, and when you have finished the councillors may ask you some questions.



You are not entitled to address the meeting other than during your three minutes and when answering questions.

## WHAT HAPPENS NEXT?

Once members of the public have finished speaking about an item on an agenda the councillors will usually discuss it and announce their decision immediately. The decision will be recorded in the minutes of the meeting which can be viewed on the council's website. You are free to leave the meeting when you wish.

City of York Council is committed to a policy of openness and equality. We try to ensure that all our public meetings are fully accessible and we recognise that people have diverse needs. If we are not able to meet your needs for any reason, we will explain why.

We are constantly reviewing our standards and performance. To help us do this, if you have attended a meeting you will be asked to complete a questionnaire.

Your views and experience are of valuable to us and the information you provide will remain confidential but will go towards making improvements to our service.







If you would like this information in an accessible format (for example in large print, on tape or by email) or another language, please telephone: **(01904) 551088** or email: **democratic.services@york.gov.uk**

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

☎ (01904) 613161

www.york.gov.uk

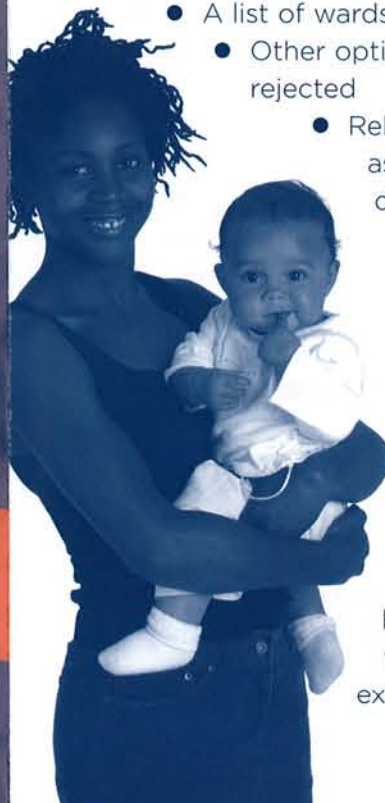


City of York Council has agreed that decisions on some issues can be dealt with by its chief officers. These are set out in lists kept by each Directorate and can be viewed on the council website or by contacting Democratic Services on (01904) 551088.

As officers can take these decisions on their own without reporting to councillors, they do not have to be minuted, but they do have to be recorded on an officer decision log on the council website.

### WHAT'S IN THE DECISION LOG?

- Details of the issue decided upon
- Date of the decision
- Background information
- Details of any consultation undertaken
  - A list of wards affected
  - Other options considered and rejected
  - Relevant implications associated with the decision.



### HOW DO I FIND A PARTICULAR DECISION ON THE LOG?

The log entries appear in date order but if the decision date is not known, the log can be searched in a variety of ways, for example, you can do a

search for decisions which affect the ward in which you live, or for any decisions with highways implications.

### HOW DO I GET MORE INFORMATION ON AN OFFICER DECISION?

The log lists the name of the decision maker and gives their contact details.

### EQUALITY OF ACCESS TO INFORMATION

Wherever possible, meetings will be held in a wheelchair accessible venue with an induction hearing loop.

On request, agenda and reports can be made available in a variety of alternative formats:

- large print;
- computer disc or email;
- braille or audio tape;
- in another language.

Some formats take longer than others so please give as much notice as possible.

If required, the council will also make every effort to find a suitable interpreter/translator, provided at least 48 hours' notice is given.



# DECISION MAKING IN YORK HOW TO GET INVOLVED

