

# Public Participation Scheme

Residents are encouraged to participate in the council's decision making process in a number of ways.

## 1. Making Representations

You can find out about forthcoming Executive and Executive Member business by looking at the council's Executive Forward Plan

You can make representations on any forthcoming Executive business by sending your views in writing to the report author either by email or post up to 3 weeks before the decision is due to be taken – residents views received after that time may not be addressed in the report but may be addressed at the meeting.

The report author's contact details can be found on each individual Forward Plan item.

## 2. Participating At A Public Meeting

All meetings are open to the public except when confidential information is being discussed. Agendas for meetings can be found at local libraries and on the council's website, at least five working days before the meeting. You can participate at the meeting by registering to speak.

### **What are the Rules?**

- Anyone wishing to speak should register no later than 5pm on the working day preceding the meeting (see relevant agenda for registration deadlines and contact details). Only the councillor chairing the meeting has the authority to accept a late registration to speak at a meeting;
- There is a maximum period of 30 minutes to listen to public speakers and so each person registering to speak is allowed just 3 minutes.
- Only 1 speaker can speak in favour of and only 1 speaker against a single issue, unless the councillor chairing the meeting is prepared to make any exceptions.
- Councillors will listen to each speaker but will not usually make any comments at this stage other than occasionally to ask questions of clarification.
- If a speaker is attending the meeting to speak about a particular matter which councillors are considering on that day, the Chair of the meeting will arrange for the relevant item and associated report to be considered early in the meeting, so that the speaker can leave as soon as the debate on that matter has finished. Speakers can, of course, stay for the whole of the remaining public meeting if they wish.

- The Public Participation Scheme is intended for York citizens and business people and not specifically employees in relation to issues directly affecting their employment by the Council. There are some instances when it would be appropriate for an employee to speak but **as a resident of the area** e.g. a planning application which affects an employee as a resident because a particular development will impact on the locality in which they live etc. For further advice on this contact Democratic Services.

## Contact

If you want further information on how to participate, contact Democratic Services:

- In writing to Democratic Services, The Guildhall, York YO1 9QN
- By Tel - (01904) 551088
- By Fax - (01904) 551035
- By Email - [democratic.services@york.gov.uk](mailto:democratic.services@york.gov.uk)