

3.2 Getting Involved

3.2.1 Members of the Public

Members of the public can get involved in the following ways:

3.2.1.1 *Voting for Councillors*

If they are over 16 years old and registered as a local elector for the area with the Council.

3.2.1.2 *Suggesting Items of Business for Meetings*

There is provision for a member of the public to seek to get a matter included in a Scrutiny Committee agenda (see section 7.18 of this Constitution)

3.2.1.3 *Taking Part in Meetings*

3.2.1.3.1 Members of the public can come to and speak at any meeting which the Council has resolved should include participation by members of the public. The rules on when you may speak and for how long are contained in Section 4.

3.2.1.3.2 Members of the Public may not currently speak at Full Council or Cabinet.

3.2.1.4 *Views of the Public*

Under the arrangements put in place by the Authority under section 62 of the Local Government (Wales) Measure 2011, to bring to the attention of the relevant Scrutiny Committee their views on any matter under consideration by the relevant Scrutiny Committee, the relevant Scrutiny Committee must take into account any views brought to their attention under these arrangements.

3.2.1.5 *When are Meetings Open to the Public?*

Meetings will be open to the public wherever possible. The public must be excluded from meetings whenever it is likely that confidential information will be disclosed. The public may be excluded from meetings where it is likely that exempt information will be disclosed. (See section 14 for definition of exempt information and section for definition of public interest.)

3.2.1.6 *Making Comments/Complaints*

3.2.1.6.1 A member of the public may comment or complain about Council services by:

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- 3.2.1.6.1.1 contacting their local councillor;
- 3.2.1.6.1.2 contacting the Member of the Cabinet responsible for the service;
- 3.2.1.6.1.3 contacting the Officer responsible for delivering the service or their manager;
- 3.2.1.6.1.4 using the Council's complaints procedure;
- 3.2.1.6.1.5 contacting the Public Services Ombudsman for Works at 1 Ffordd Yr Hen Gae, Pencoed, CF35 5LJ. Telephone: 0845 601 0987 or via the website www.ombudsman-wales.org.uk.

3.2.1.6.2 Comments or complaints can be made about an Officer or Member by:

3.2.1.6.2.1 *Officer*

Contacting the Officer or the Officers manager or using the Council's Complaints Procedure.

3.2.1.6.2.2 *Members*

If the complaint is against a Member, then the complaint should be referred to the Monitoring Officer or the Public Services Ombudsman for Wales (contact details above).

3.2.1.7 *Engage with Scrutiny*

All members of the public who live or work in the area of the Council may bring to the attention of a Scrutiny Committee their views on any matter under consideration by that Scrutiny Committee. The Scrutiny Committee must take into account any views brought to its attention by a member of the public.

3.2.1.8 A member of the public can seek to raise a matter with the Council by submitting a petition in accordance with the Council's Petition Scheme.

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3.3 Getting Involved – Members

Members can get involved by:

Appendix 3

3.3.1 Suggesting Items of Business for the Agenda

As a Member of the Council, you have the same rights as members of the public. In addition to these rights you also have the following rights:

- (a) Member bodies in Column A can request that Member bodies in Column B consider or reconsider an issue.

Column A	Column B
Democratic Services Committee	Council
Scrutiny Committee	Cabinet or Council
Corporate Governance <u>and Audit</u> Committee	Any relevant Scrutiny Committee, Cabinet or Council.

- (b) Any Member can submit a Notice of Motion to Council (Section 4) and also ask questions (Section 4).