

## I've got a question, or I would like to make a statement, so what do I do?

Come along to the appropriate meeting.



Write your question or statement on one of the pads provided before the meeting starts and put it in the Question Box.

You can also put your question or statement in writing and send, fax or email it to Democratic Services at the address on this leaflet. This will then be put in the Question Box by the Democratic Services Officer looking after the meeting.

A question on any topic may be asked **as long as there is no suspicion that the question is improper** (e.g. offensive, slanderous or might lead to disclosure of exempt or confidential information).

Do not forget to give your name and address so that written replies can be sent to you if your question or statement is not answered at the meeting or if you are unable to attend.

The Chairman of the meeting will check the Question Box once the meeting has started. If there are a number of questions in the box they will be selected randomly one at a time. The Chairman will invite the questioner (if present) to read out their question or statement. If the questioner is not present the Chairman or Democratic Services Officer will read out the question.

An answer will be given straight away if at all possible. In some circumstances further information may be needed to answer the question fully. In such cases a written response will be given which will be sent later to the questioner.



Please note that only 15 minutes is allowed for questions and answers, or statements, so if there are a large number of questions some may not get answered during the meeting. Written answers will be sent later in this case.

*Questions or statements cannot be made at Planning or Licensing Committee meetings, which have different public participation schemes.*

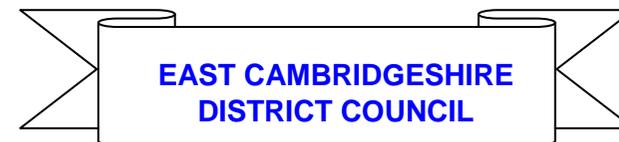
**For further information please contact:**

**Democratic Services  
East Cambridgeshire District Council  
The Grange, Nutholt Lane  
Ely  
Cambs, CB7 4EE**

**Tel: 01353 665555**

**Email:** [Democratic.Services@eastcambs.gov.uk](mailto:Democratic.Services@eastcambs.gov.uk)

If you require this document in different formats (e.g. Braille, large print, audiotape/CD) or other languages, please contact Council's main reception or email [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk).



# PUBLIC QUESTION TIME

You have the right to ask questions at, or make a statement to, meetings of the Council or its Committees.

This leaflet tells you how the scheme operates

The District Council is committed to extending public involvement in its decision making processes. There are already schemes in place where members of the public can speak at Planning Committee and Licensing Committee meetings, and separate leaflets are available for these.

This leaflet explains how members of the public can participate at the Council's other meetings. It tries to answer some of the questions you may have about the procedures and what to expect at the meetings. It is based on simple rules to make the system as fair and easy to operate as possible.



### How can I participate?

The Council and its Committees have responsibility for a whole range of issues affecting the local community. Each Committee has its own area of expertise and any question will need to be targeted at the right Committee.

Questions are asked, or statements made, at the beginning of meetings before the official business of the Committee begins. If the question relates to an agenda item an answer may be considered with that item and answered during the debate.

Questions can relate to any issue, the Council does or a particular committee.

You have the right to stay during the meeting and listen to the debate on the relevant item, except where the public is excluded from the meeting.

Once your question has been asked you are not allowed to join in the debate so questions should be brief and to the point.

### Which Committee/ Sub-Committee should I ask?

Examples of the main responsibilities of the Council and its Committees/ Sub-Committees are set out below:

#### Council

Council's Budget & Council Tax  
Byelaws  
Council Constitution  
Council Policy Framework  
Members' Allowances



#### Commercial Services Committee



Car Parking  
Council Assets  
Grants for Community Projects  
Leisure & Sports Facilities  
Markets  
Parks and Open Spaces  
Tourism  
Town Centre Services

#### Corporate Governance & Finance Committee

Economic Development  
Financial Strategy & Audit  
Infrastructure  
Strategic Housing  
Strategic Planning



#### Regulatory & Support Services Committee

Building Control  
Customer Services  
Environmental Services  
Homelessness  
Housing

Human Resources  
Information technology  
Waste Services

#### Asset Development Committee

Council Asset Development  
Council Asset Management & Monitoring

### Agendas and Agenda Plans

The Council regularly publishes the agendas and agenda plans for its meetings. They show the matters to be discussed, where the meetings are being held (usually in the Council Chamber at the Council offices) and what time they start.



You can find agendas for forthcoming meetings in local libraries, via your local Parish Council, in the Council offices or, with copies of agenda plans, via the Council's website at [www.eastcamb.gov.uk](http://www.eastcamb.gov.uk).

**If you are unsure which Committee/ Sub-Committee would deal with your question please contact Democratic Services [see overleaf].**