

PUBLIC PARTICIPATION AT PENINSULA TRANSPORT MEETINGS

1. Can I attend a meeting?

Formal meetings of the Peninsula Transport Board are open to the public who may attend to observe the business and may participate in accordance with section 2 that follows below. Public attendance is subject to the Local Government Access to Information rules, which permit the Committee, when considering an item of business on the agenda, to exclude the press and public in circumstances where there is the likelihood of the release of exempt information (eg, commercially sensitive information) as defined under the Local Government Act 1972.

Members of the public may use Facebook and Twitter, blogging or other forms of social media to report on proceedings at meetings. Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so. As a matter of courtesy, anyone wishing to film proceedings is normally asked to advise the Secretariat Officer in attendance so that those present may be made aware.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

Members of the public will be treated with respect and courtesy when attending meetings of the Peninsula Transport board. They will be listened to and everyone who has registered will be able to be present/speak without interruption or intimidation.

It is therefore expected that members of the public listen to the proceedings and respect the views and experiences of other people contributing.

2. Public Participation

Members of the public are able to submit a statement and / or ask a question at formal meetings of the Peninsula Transport board. Statements and questions must relate to the responsibilities of the Peninsula Transport Shadow Sub National Transport Board.

To submit a statement / question you must live in the area served by the Peninsula Transport authorities.

3. Are there any restrictions on the statement that can be made or the question that can be asked?

The only restrictions are:

- The statement / question must not be frivolous or defamatory and must not concern a confidential issue which would normally be considered in private. The Board's Chair has discretion to refuse statements / questions which fail this requirement.
- A member of the public may only submit a single statement and / or ask one question at any meeting of the Peninsula Transport board. If more than one statement / question is received or a single question contains a number of component questions, then only the first statement / question will be accepted. You may ask one 'supplementary' question at the meeting arising from the answer given to your original question.

4. How do I submit my statement / question?

Formal statements/questions must be submitted in writing (by letter or email) before 12 noon on the fourth working day before the date of the meeting (i.e. if the meeting is on a Friday then the submission must be made by the preceding Monday, taking into account any Bank Holidays). The contact details for the Secretariat are available online. Where you submit a statement/ question relating to a report on an agenda for a meeting and that report is not available by this time you may nonetheless be entitled to make a statement/ ask a question in certain circumstances.

All statements / questions will be listed in the order received and will be circulated to everyone at the meeting together with written responses to questions.

When you submit a statement / question it would be helpful if you could also provide a telephone number so that we can contact you if there is a need to clarify any aspects or if for some reason no reply can be given to a question.

5. Can I speak at the meeting?

A member of the public who has submitted a statement / question will be allowed to make oral representations at the meeting to introduce their statement / question. Such representations will be limited to 3 minutes. While your views and comments may be acknowledged by the Chair of the meeting, you will not receive detailed 'answers' to any points included in your presentation.

6. How much time is allowed for public participation?

A maximum of 30 minutes in total is allowed at each meeting for public participation. If your statement / question cannot be dealt with in that time then you will be sent the response by letter or email. The Chair has the discretion to extend the period allowed for public participation in exceptional circumstances.

7. If I submit a statement / question do I have to attend the meeting?

No. If you cannot attend the meeting, the statement / question and responses to questions will be published on the website with the minutes of the meeting together with your name. If you do attend, you will be invited to sit at the place reserved for you while your statement / question is dealt with.

8. Is there a limit on the length of any statement / question?

No, but it is best to keep your statement/question as short as possible to avoid any misunderstanding. If a lengthy statement / question is submitted, the Chair may require it to be shortened before it is accepted for circulation.

9. How will I know what is on the agenda for a meeting?

Agendas are normally published one week in advance of the meeting and are available online.