



Public Participation Policy

Mumbles Community Council

Produced in accordance with Section 48 of the Local Government and Elections (Wales) Act 2021 and the Standing Orders of Mumbles Community Council.

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1.0 Introduction

1.1 This Public Participation Policy has been produced in accordance with Section 48 of the Local Government and Elections (Wales) Act 2021, which requires community councils to give members of the public a reasonable opportunity to make representations on any business to be discussed at a meeting.

1.2 The Act specifies that the presiding member must offer an opportunity for representations, unless doing so would prejudice the effective conduct of the meeting.

1.3 This requirement **does not entitle the public to take part in debate**, nor does it create a right to demand an immediate response from councillors or staff.

1.4 Mumbles Community Council ("the Council") values transparency and community engagement and is committed to enabling the public to participate appropriately.

2.0 The Policy

2.1 Commitment to Transparency and Engagement

The Council conducts decision-making in public and embraces the principles of openness and public involvement.

2.2 Legal Requirement

Under Section 48 of the 2021 Act and MCC Standing Orders, all Full Council meetings must include a designated public participation period.

2.3 Who May Attend

Attendance is invited from residents, community groups, local businesses, City councillors, third sector organisations, police representatives, and other relevant bodies.

2.4 Respectful Participation

2.4.1 Meetings are for conducting Council business. Interruptions are not permitted unless invited by the Chair.

2.4.2 Councillors and staff must be treated with respect. Abusive, aggressive or discriminatory behaviour will not be tolerated and may result in removal.

3.0 Operating Rules for Public Participation

3.1 Matters the Public May Speak On

- Representations must relate to **items on the published agenda**.
- Public participants may not require debate or request that matters be added to the agenda.

3.2 Notice Requirements

- Anyone wishing to speak must notify the Chief Officer **no later than 3 working days before the meeting**, specifying the agenda item they wish to address.

3.3 Language Preference

- Speakers may use **English or Welsh**.
- If translation is required, 3 working days' notice must be given.
- Other languages may be used, but listeners may not understand without an interpreter provided by the speaker.

3.4 Young People

- Under 18s may participate.
- Under 16s require parental/guardian consent or must attend with a supervising adult.

3.5 Public Participation as an Agenda Item

Public Participation will be listed as a standing agenda item **at the start of every meeting** in accordance with the Council's Standing Orders.

It is incumbent upon the Chair to adhere to the Council's Standing Orders when managing this agenda item, ensuring that the period for public participation is conducted fairly, consistently, and without prejudicing the effective conduct of the meeting.

Where the Council has received prior notice from a member of the public wishing to speak, and the individual is **not present when the agenda item is reached**, the Chair may allow a short extension for late arrival.

If the member of the public does not arrive within this extension, the opportunity to speak will lapse for that meeting, and **an exception will be recorded in the minutes**, noting:

- That prior notice was received
- That the speaker was not present at the time of the agenda item
- That the opportunity for representation was therefore not taken

4.0 Standing Orders: Public Participation Requirements

Aligning with MCC Standing Orders (Section 3):

4.1 The Chair must provide a reasonable opportunity for representations, unless this would prejudice effective meeting conduct.

4.2 The public participation period shall **not exceed 15 minutes**, unless extended by the Chair.

4.3 Each member of the public may speak for up to **3 minutes**, unless extended by the Chair.

4.4 Representations must **not start a debate**, nor require an immediate response. The Chair may direct that a written or oral response be provided outside the meeting.

4.5 Participants must **raise their hand** to speak and **address their comments to the Chair**.

4.6 A person who speaks may stand or remain seated.

4.7 Only **one speaker at a time** is permitted. If multiple people wish to speak, the Chair will determine the order.

5.0 Additional Participation Rules

5.1 One speaker per agenda item is permitted, except where opposing views exist (one for and one against).

The Chair may extend this to up to **three for and three against**, time permitting.

5.2 Supplementary questions or comments are at the Chair's discretion.

5.3 Councillors and the Chief Officer should not be expected to respond immediately.

5.4 Personal details or content that is defamatory, offensive or discriminatory will **not be minuted**.

5.5 An issue previously raised may not be brought back within **six months**, unless materially new information has arisen.

6.0 Record of Public Participation

- Minutes will include a **brief summary** of topics raised, with no personal identification.
- Matters raised may be referred to the appropriate committee or officer for consideration.

7.0 General Guidance for Members of the Public

7.1 Members of the public are encouraged to prepare notes in advance to use their three minutes effectively.

7.2 If multiple attendees wish to speak on the same agenda item, they are encouraged to nominate a single spokesperson.

8.0 Participation by City Councillors and Guest Speakers

8.1 Swansea Council ward councillors are invited to address the Council under a dedicated agenda item, with a discretionary time limit of **20 minutes** in total.

8.2 The Council may invite guest speakers to present on matters of interest, listed separately on the agenda from public participation.