

Section 3

Citizens and the Council

3.1 CITIZENS' RIGHTS

Citizens have the following rights:

- (a) **Information.** Citizens have the right to:
- (i) attend meetings of the Council and its committees except where confidential or exempt information is likely to be disclosed, and that part of the meeting is therefore held in private;
 - (ii) attend open meetings of the Cabinet;
 - (iii) find out from the forward plan what key decisions will be taken by the Cabinet and when in accordance with the Access to Information Procedure Rules set out in Part 4 of this Constitution;
 - (iv) see reports and background papers, and any records of decisions made by the Council in accordance with the Access to Information Procedure Rules set out in Part 4 of this Constitution;
 - (v) inspect the Council's accounts and make their views known to the external auditor; and
 - (vi) copies of public documents including this Constitution– a charge may be made for this.
 - (vii) inspect the Register of Member's Interests and other public registers during normal office hours at the Civic Offices Beecroft Road Cannock.
- (b) **Participation.**
- (i) Citizens have the right to attend Council meetings and submit questions to Council and present deputations in accordance with the Council Procedure Rules (see Part 4).
 - (ii) Citizens who are applicants or objectors to a planning application have a right to address the Planning Control Committee under the Protocol for Public Speaking at the Planning Control Committee in Part 4.

- (c) **Complaints.** Citizens have the right to complain to:
- (i) the Council itself under its complaints procedure (information on how to complain may be obtained from Customer Services or the Council website);
 - (ii) the Local Government Ombudsman, having first used the Council's own complaints procedure;
 - (iii) the Council's Monitoring Officer about a breach of the Councillors' Code of Conduct;
 - (iv) their local Councillor.
- (d) Citizens have the right to:
- (i) vote at local elections if they are registered;
 - (ii) contact their local Councillor about any matters of concern to them;
 - (iii) petition to request a referendum on a mayoral form of executive;
 - (iv) participate in the Council's Community Forums to raise issues of concern and to provide information for feedback to the Cabinet. Such Forums will be held when:
 - There is a specific issue that the Council wants to engage with the community on, or;
 - The community requests that a public meeting be held (a minimum of 10 members of the public need to support the request for a public meeting).

3.2 CITIZENS' RESPONSIBILITIES

Citizens must not be violent, abusive, threatening or discriminatory to Councillors or Officers and must not damage things owned by the Council, Councillors or Officers.