

Appendix 1

Council Procedure Rules

14 Questions by Members

A member of the Council may ask the Chairmen of Cabinet, Scrutiny Committees and Groups any questions upon any item on the agenda for the meeting.

A member may give notice that they wish to ask the Mayor, Leader, Cabinet Member, or the Chairman of any Committee or the Scrutiny Committee a question at full Council subject to the following rules:

- (i) Notice in writing has been given to the Proper Officer no later than 4.30pm the Monday the week before the meeting and the matter is in relation to which the Council has powers of duties or which affects the Borough.
- (ii) A limit of two questions per member.
- (iii) With the permission of the Mayor, put to the Leader or the Chairman of any Committee or Scrutiny Committee, any question relating to urgent business, of which notice in (i) above has not been given, but a copy of any such question shall be delivered to the Proper Officer not later than 11 am on the day of the Meeting.
- (iv) Questions will be placed on the agenda in order of receipt by the Proper Officer and will be dealt with on that chronological basis at the meeting, A written response to all questions will be published (wherever possible by 5pm on the day before the meeting).

Every question shall be put and answered without discussion and this agenda item will be limited to a maximum of 30 minutes.

Supplementary questions may be allowed at the Mayor's discretion, with a three minutes time limit for the question and answer.

An answer may take the form of:

- (a) a direct oral answer
- (b) where the desired information is in a publication of the Council, or other published work, a reference to that publication; or
- (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council.

If a Member who has given notice of a question is not present at the Meeting at the appropriate time, the question shall not be asked. The Member can re-submit notice of the question at the appropriate time for the next meeting.