

**Committee:** Full Council

**Date:**

**Title:** Review of pilot scheme Rule 2.4: Time permitted for questions to the Executive and Committee Chairs

Tuesday, 7  
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## Summary

1. At the Annual Council meeting held on 18 May 2021, Members approved a pilot scheme in relation to [Rule 2.4 – 'Time permitted for questions to the executive and Committee Chairs'](#) at Full Council meetings.
2. It was agreed to trial the scheme for two Full Council meetings. The scheme was trialled at the meeting held on 20 July 2021, and was trialled for a final time at the meeting on 5 October 2021. Across the two meetings, eighteen substantive questions (fourteen written questions and four urgent oral questions) were asked of executive members, followed by a further nine questions of clarification.
3. At the [Governance, Audit and Performance Committee \(GAP\) meeting held on 28 September](#), Members agreed to establish a Task & Finish Group to review the pilot scheme and make a final recommendation to GAP regarding Rule 2.4. The Task & Finish Group met on 8 November.
4. At the GAP Committee meeting held on 22 November 2021, the Committee considered the report and recommendation of the Task and Finish Group (Appendices B and C). The Task & Finish Group's proposal was endorsed by the Committee and recommended to Full Council for approval.
5. The GAP Committee were specifically asked to decide whether written responses to questions that could not be answered at the meeting should be provided within 5 or 10 working days. The Committee opted for 5 working days, where possible.

## Recommendations

6. That the Constitution be amended in regards to Rule 2.4 of the Council Procedure Rules and the associated protocol as set out in Appendix A to this report.

## Financial Implication

7. None.

## Background Papers

8. [Full Council report considered on 18 May 2021 and appendices \(Item 14\).](#)
9. [Governance, Audit and Performance Committee report considered on 28 September](#)

## Impact

10.

Communication/Consultation	<p>The Task &amp; Finish Group initially met on 26 February to discuss the options available. Their proposals were subsequently considered and recommended for approval by both GAP and Full Council.</p> <p>A further Task &amp; Finish Group met on 8 November to consider the pilot scheme and to make final recommendation to GAP. GAP has accepted the proposal and recommends the attached Rule 2.4 to Full Council for approval.</p>
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	Notice of questions will allow for advance consideration of any legal implications.
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	The workplace impact of collating written questions and answers will continue to be monitored.

## Risk Analysis

1.

Risk	Likelihood	Impact	Mitigating actions
That the current Rule provides elected members insufficient time to ask questions of the executive and Committee Chairs.	3	3	To extend question time to 30 minutes as recommended.

That the pilot scheme is not fit for use at UDC and/or incompatible with the culture at UDC.	3	3	The scheme has been piloted for two trial meetings and views and comments have been collated. The scheme has been reviewed by the Task and Finish Group and minor improvements have been recommended.
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1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.