

Appendix A – Rule 2.4

2.4.

For a period not exceeding 30 minutes for the Leader, members of the executive and Chairs of committees to receive questions from members, to permit the Leader, members of the executive or Chairs to reply and for the questioner to ask a question of clarification but without any debate on the issues raised, in accordance with the protocol for Member Questions to the Executive and Committee Chairs at Council meetings contained in Part 5 of the Constitution;

Protocol for Member Questions to the Executive and Committee Chairs at Council meetings

1. Written questions asked by Members of the Council

Members will be required to submit their questions in writing to Democratic Services before 10:00am eight working days before the Council meeting. The questions should be concise and indicate to whom the question is directed (the Leader, a Cabinet Member or a Chair of a Committee). The question should relate to any matter in respect of which the Council has powers or duties. The written question will be published with the agenda for that meeting in the order in which the questions were received, unless the Chief Executive, Monitoring Officer and/or Section 151 Officer considers the question should be restricted in accordance with the rules applicable to access to information procedures.

No amendments are permitted to questions once they have been published, unless they are put forward by the questioner for the purpose of clarification, and members can withdraw their questions but may not substitute them.

Responses to these questions will be provided in writing and circulated to all Members no later than 10.00am on the working day before the meeting.

1.1. Clarification question

If after a reply is given to a written question the Member who asked the question considers that the reply requires clarification, they may ask once for clarification but otherwise no supplemental questions will be permitted except by leave of the Chair.

If the Member who asked the question considers that the reply requires clarification, but are unable to ask due to lack of time, they may submit their clarification question in writing to Democratic Services before 5.00pm on the day following the meeting. The question of clarification will be put to the relevant Chair or Cabinet Member and a written response will be circulated with all Members and published on the Council's website within 5 working days of the meeting where possible.

1.2 Restriction on number of questions

The number of written questions which may be asked by any one Member at any one meeting will be limited to two.

1.3 Urgent oral questions

A Member may put an oral question to Cabinet Members and Committee Chairs regarding any urgent matter that has arisen in the 8 working days preceding the meeting, subject to obtaining the consent of the Chair of Council. The question should be provided in writing to Democratic Services, and copied to the relevant member from whom a response is requested, no later than 9.00am on the day of the meeting, where possible.

Urgent questions permitted by the Chair will be taken before all other questions.

1.4 Form of answer to oral questions and questions of clarification

An answer may take the form of:

- (i) a direct oral answer; or
- (ii) where the desired information is contained in a publication of the Council, a reference to that publication; or
- (iii) where the Chief Executive considers that the reply to the question can conveniently be so given, by a written answer circulated to the Members of the Council present at the meeting.
- (iv) where a reply cannot be provided at the meeting itself, a written answer will be circulated to all Members of the Council and published on the website within 5 working days where possible.

1.5 Time permitted

The time allotted at each meeting for the putting and answering of questions under this paragraph shall not exceed 30 minutes, without the leave of the Chair of the Council.

1.6 Exceptions

Questions will not be permitted at Annual Council or budget setting meetings.