

RULE 14

WRITTEN REPORTS FROM AND QUESTIONS TO LEADER OF THE COUNCIL AND LEAD MEMBERS

WRITTEN REPORTS FROM AND QUESTIONS TO CHAIRMEN OF AUDIT, PLANNING, LICENSING, AND REGULATORY SERVICES COMMITTEES

- (1) The Chairman of the Council has discretion to accept written questions to the Leader of the Council, Chair~~smen~~ of Audit, Planning, Licensing, Regulatory Services Committees and Lead Members on the f-Service Committees, which are directly related to their areas of responsibility about the policies and priorities relevant to their portfolios. S/he also has discretion to direct any question to the appropriate Committee for answer. Written qQuestions which are deemed to be of a technical or purely operational nature will be matters will be rejected and referred to the appropriate Head of Service to respond.
- (2) Members must submit questions and amendments to motions in writing by noon x days of the day on the day before the Council Summons is published meeting.
- (3) Each written Full versions of the questions shall be taken as read and the relevant Member will be invited to reply. here will a maximum time period of 15 minutes allowed for written questions. displayed on a projector at Council meetings and shall also be available at the meeting. The questions will be taken as tabled and will not be read out at the meeting
- (4) Each written question will receive an oral reply unless the person to whom the question is put undertakes to provide a written reply within 5 working days.
- (4) Each written question will receive a written reply within 5 working days of the meeting unless the Member chooses to give an oral reply. With the Chairman's permission, where an oral reply is given, the Member who submitted the written question may ask one supplementary question about the oral reply answer. There is a one-minute limit per supplementary question.
- (5) There will be a limit on the maximum number of written questions each Political Group member can ask at a meeting. The largest opposition group can submit up to 3 written questions, the second largest opposition group up to 2 written questions and the minority opposition group 1 written question. Any Independent Member will be permitted to submit 1 written 1 question. depending on the size of the political group ??
- (6) The order the written questions will be taken in at the meeting will be rotated between the respective political groups and any independent members from meeting to meeting starting with the largest political opposition group until a full rotation has occuredoccurred.

The written question and the written answer will be included in the minutes of the meeting

There will be a time limit of 15 minutes for written questions to be dealt with. Any questions that are not dealt with in this time will automatically be referred for a written answer which will be minuted. The questions and answers will not appear on a future council summons

~~(7) There will be a maximum time of ?? 1 hour allowed for questions. Any questions that are not dealt with in the permitted question time will automatically be referred for a written answer and will not appear again on the Council summons~~

(5) At all ordinary meetings of the Council, the Leader of the Council, Lead Members and Chairmen of Audit, Planning, Licensing and Regulatory Services Committees may each give a written report on matters relevant to their areas of responsibility, which have arisen since their last report. Each report shall be time limited to five minutes. The report will be received without comment or question

7. (6) At all ordinary meetings of the Council, the Leader of the Council, Lead Members and Chairs of Audit, Planning, Licensing and Regulatory Services Committees may each give a written report on matters relevant to their areas of responsibility, which have arisen since their last report. Any report must The report has to be provided to the Committee Team so that it can be published with the Council summons 5 working days before the meeting.

8. There will be an opportunity for Members to ask oral questions on matters contained in the written reports only. This will be known as "Councillors question time". There will be a time limit of 15 minutes for Councillor question time at each meeting. The order in which of the oral questions may be asked will be rotated between the respective Political Groups and any independent Members so that each Group takes it in turn to ask a question starting with the largest political group. Each Member will have a 1 minute time limit to ask the oral question and there will be a 2 minute time limit s-for the relevant Member to respond. No supplementary questions will be permitted. The member responding may give either an oral reply or undertake to give a written response within 5 working days.

9. The minutes of the meeting will record the name of each Councillor asking an oral question and the name of the Councillor who responded.

~~(10.6) The written question and the written answer will be included in the minutes of the meeting. Any Member of the Council may ask a question on the report followed by one supplementary question.~~

(7) In addition, if a Member has an urgent question that has arisen since the question deadline, with the Chairman's permission s/he may ask it of one of the Members covered by this rule. This must be submitted in writing to the Committee Section by noon before the meeting.

(8) Normally every question (written or oral) must be asked and answered without discussion but, at the Chairman's discretion, there can be a debate on the issue in question. A Member who has been asked a question can decline to answer, or may name an appropriate person to answer for him/her.

~~(11) There will be a maximum time of 30 minutes allowed for all questions. Any questions that are not dealt with in the permitted question time will automatically be referred for a written answer and will not appear again on the Council summons.~~