

RULE 14 – REVISED WITH AMENDMENTS ACCEPTED

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, Chairs of Audit, Planning, Licensing, Regulatory Services Committees and Lead Members on the 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 questions which are deemed to be of a technical or purely operational nature will be rejected and referred to the appropriate Head of Service to respond.
- (2) Members must submit questions in writing by noon on the day the Council Summons is published.
- (3) Each written question shall be taken as read and the relevant Member will be invited to reply.
- (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. 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 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.
- (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 occurred.
- (7) The written question and the written answer will be included in the minutes of the meeting
- (8) 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
- (9) 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 be published with the Council summons 5 working days before the meeting.
10. 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 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 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.

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