

## APPENDIX F - COUNCIL PROCEDURE RULES - EXTRACT

### 9. QUESTIONS BY MEMBERS / MEMBERS OF THE PUBLIC

#### On reports of the Executive Committee or committees

- 9.1 A member of the Council may ask the Leader or the Chair of a committee any question without notice upon an item of the minutes and/or any report of the Executive Committee or a committee when that item is being received or under consideration by the Council.

#### Questions on notice

- 9.2 Subject to Rule 9.3, a member of the Council or member of the Public may ask:

- the Mayor;
- a member of the Executive Committee; or
- the Chair of any committee or sub-committee

a question on any matter in relation to which the Council, Executive Committee, Committee or sub-committee has powers or duties or which affects the Borough of Redditch.

The member who has been asked the question may, if appropriate, refer it to another member for answer.

A question shall not be regarded as affecting the Borough of Redditch

- (a) if it is one which relates to a national issue and would have no more effect on the Borough of Redditch than it would on any other area; or
- (b) if it relates to actions taken by or statements made by a body or individual connected with the Borough of Redditch, but those actions or statements are not specifically related to the Borough.

For the purpose of avoiding potential conflict of interest, other than in exceptional circumstances, which shall be determined by the Chief Executive Officer, in consultation with the Mayor, no Questions on Notice are permitted for any of the 'exceptional' meetings of the Council, to include: the Annual Meeting, the Budget-setting meeting in February each year, other one-off extraordinary meetings of the Council (unless called specifically for the purpose of considering such Petition or Deputation), or meetings which fall within a formal Election period.

#### Notice of questions

- 9.3 A person may only ask a question under Rule 9.2 if either:
- (a) he/she has given at least 5 clear working days' notice of the question to the Monitoring Officer; or
  - (b) if the question relates to urgent matters, he/she has the consent of the Mayor and the member to whom the question is to be put, and the content of the question is given to the Chief Executive not less than 2 hours before the start of the meeting.

### Questions which may not be asked

- 9.5 The Chief Executive may reject a question
- (a) if it is not about a matter for which the local authority has a responsibility or which affects the Borough of Redditch;
  - (a) is defamatory; frivolous or offensive;
  - (b) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
  - (d) does not relate to functions which are the responsibility of the full Council or the committee or sub-committee to which the question is directed;
  - (e) it is not of a strategic nature;
  - (f) it does not relation to functions undertaken by the Council;
  - (g) it relates to specific licensing or planning applications; or
  - (g) the question could more appropriately be dealt with by an officer.

### Reading the question at the meeting

- 9.6 The question will be read out at the meeting by the person who has asked the question or by another person on his/her behalf.

Alternatively, they may refer to the question as printed in the agenda papers.

### Response

- 9.7 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 cannot conveniently be given orally, a written answer circulated later to the questioner.

**Supplementary question**

- 9.8 A person asking a question under rule 9.2 may, without notice, ask one supplementary question of the member to whom the first question was addressed. The supplementary question must arise directly out of the original question or the reply.

**Time limit for questions**

- 9.9 At any meeting not more than 5 minutes per question, and 15 minutes in total, shall be devoted by the Council to the asking and answering of questions under this rule, provided that the Mayor may at his or her discretion extend the time if the Mayor and the majority of those present agree. Any questions remaining unanswered shall (unless the person who gave notice of the question has indicated that it may be answered in writing) be dealt with at the next ordinary meeting of the Council, in the order in which they would have been dealt with at the original meeting.

