

## **16. PUBLIC QUESTION TIME**

### **16.1 General**

Members of the public may ask questions at any Meetings of the Cabinet or a Committee or Sub-Committee.

### **16.2 Order of questions**

Questions will be asked in the order notice of them was received, except that the Chief Executive may group together similar questions.

### **16.3 Notice of questions**

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to Democratic Services (at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG at least 2 clear working days before the day of the meeting (if it relates to an item on the agenda for the meeting), or at least 3 clear days before the day of the meeting (in any other case). Each question must give the name and address of the questioner.

### **16.4 Scope of questions**

A question will be rejected if it:-

- is, in substance, a statement and not a question;
- is not about a matter for which the Council has a responsibility or which does
- not affect the Borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting in
- the past six months; or
- requires the disclosure of confidential or exempt information;
- relates to a matter in respect of which the Council is exercising a quasi
- judicial role or where there is a statutory or local procedure for public
- consultation or appeal including planning applications, traffic regulation
- orders, public rights of way applications and licensing applications.

### **16.5 Asking the question at the meeting**

Any question is limited to a maximum of 2 minutes speaking time. If questioners who have submitted written questions are unable to be present the question will not be dealt with.

### **16.6 Supplemental question**

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original

question or the reply. A supplementary question may be rejected on any of the grounds in Rule 16.04 above.

#### **16.7 Written answers**

Public question time will be limited to a maximum of 15 minutes. Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer within 7 days of the meeting.

#### **16.8 Reference of question to the Cabinet or a Committee**

No discussion will take place on any question, but any Member may move that a matter raised by a question be referred to a future meeting of the Cabinet or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.