

Proposed amendments to Council Procedure Rule 10.6

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10. QUESTIONS BY MEMBERS**10.1 Written Questions and Written Responses Addressed Outside of Meetings**

- (a) Members may at any time ask a question of the Leader, Executive Member or the Chair of any Committee or sub-committee by providing written notice of the question to the Assistant Chief Executive Legal and Democratic Services.
- (b) The Leader, Executive Member, Committee or sub-committee Chair concerned must provide a written response within 10 working days.
- (c) The question and response will be published on the Council's website.
- (d) The Assistant Chief Executive Legal and Democratic Services may reject a question or statement if it:
 - i. is not about a matter for which the local authority has a responsibility or which affects the County;
 - ii. is defamatory, frivolous or offensive;
 - iii. is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - iv. requires the disclosure of confidential or exempt information.

10.2 Statement by the Leader and Questions and Statements by Members to the Leader

- (a) At each Ordinary meeting of the Council the Leader may make a statement to the Council on any matters relevant to the Council and any portfolio holder (including the Leader if they hold a portfolio.)
- (b) A Member may ask the Leader a question or make a statement in relation to the presentation of the Leader's report and statement to Council during the time allocated for such questions and statements.
- (c) A maximum of 10 minutes will be permitted for questions and statements to the Leader under this agenda item.

10.3 Statement by an Executive Member and Questions and Statements by Members to the Executive Member

- (a) At each Ordinary meeting of the Council statements made by portfolio holders will be made in rotation but follow the order set out below, subject to the first statement at any Council meeting being made last at the subsequent meeting:
 - Communications, safer communities and emergency planning;
 - Finance, Assets including Pension Fund, Property, Procurement and Commercial, Technology, Transformation, Revenue and Benefits and HR;
 - Open to Business, including Planning, economic development and regeneration, Visitor Economy, Broadband and Harbours;

- Corporate Services, locality working and structures, including Stronger Communities, Policy and Performance, Refugee and Asylum issues, Community Safety including CCTV, Legal and Democratic Services, Members support, Elections and Customer Contact;
 - Highways and Transportation including Parking Services, Street Scene, Parks and Grounds, Integrated Passenger Transport, Public Rights of Way and Coastal Protection and Flooding;
 - Health and Adult Services including Public Health and Prevention and Service Development;
 - Culture, Arts and Housing including Culture, Arts, Libraries, Museums, Archives, Key venues, Leisure and Housing;
 - Children and Families including Inclusion;
 - Managing our Environment including Environment services including Low Carbon, Bio-diversity, Natural capital, Waste Services, Regulatory Services, Registration, Bereavement, Coroners Service and Licensing;
 - Education, Learning and Skills, including Outdoor Education and Skills.
- (b) The Leader of the Council may make a statement to the Council on any matters relevant to the Council and any portfolio holder (including the Leader if they hold a portfolio).
- (c) A Member may ask the Executive Member a question or make a statement in relation to the Executive Member's statement to Council during the time allocated for such questions.
- (d) A maximum of 5 minutes will be permitted for questions and comments to the Executive Member under this agenda item.
- (e) A summary of the key points of any statement made under this Procedure Rule shall be printed and be made available to all Members as part of the agenda for the meeting.

10.4 Statement by the Chair of the Scrutiny Board or of an Overview and Scrutiny Committee and Questions and Statements by Members to that Chair

- (a) At each Ordinary meeting of the Council the Chair of the Scrutiny Board and/or any Chair of an Overview and Scrutiny Committee may make a statement to the Council on any matters relevant to the work of that committee.
- (b) A Member may ask the Chair of the Scrutiny Board and/or any Chair of an Overview and Scrutiny Committee a question or make a statement in relation to their statement to Council during the time allocated for such questions.
- (c) A maximum of 5 minutes will be permitted for questions and statements under this agenda item.

10.5 Questions by Members to the Chairs of any Committee or Sub-committee, the Leader and Executive Members

- (a) A Member may during the time allowed for this agenda item ask the Chair of any Committee or Sub-committee (other than an Overview and Scrutiny Committee), the Leader and Executive Members any question on a matter within the purview of their committee or portfolio.

- (b) Every question shall be put and answered, without discussion but the Member to whom a question has been put may decline to answer.
- (c) A maximum of 10 minutes will be permitted for this agenda item.

10.6 Notice and Order of Questions and Supplementary Questions

- (a) This Rule applies to questions and statements under 10.2-10.5 above.
- (b) Questions for which 23 clear working days' written notice have been given to the Assistant Chief Executive Legal and Democratic Services (to be received no later than midday three working days before the meeting), will be dealt with under the relevant agenda item first. Thereafter, the Chair will determine the order of questioning and statements and at their discretion will, as far as possible, invite the questions and/or statements in the order indicated by Members raising their hand but subject to the need to ensure a reasonable balance across the political groups and independent Members of the Council.
- (c) Copies of all written Member questions received for a meeting of full Council will be circulated to all Members in the Council Chamber.
- (d) With the consent of the Chair, Members may be allowed a short supplementary question which must arise from the response. The Member has 30 seconds to ask their supplementary question.

10.7 Discretion of the Chair in relation to Member Questions and Statements

- (a) This Rule applies to questions and statements under 10.2-10.5 above.
- (b) The Chair may reject any Member question or statement if it does not pertain to a matter for which the Council has a responsibility or which directly affects the County.
- (c) The Chair may reject a Member question or statement if it relates to a matter which is purely of personal concern to an individual Member's division. In such instances the Chair will ask that the relevant Executive Member, committee Chair or Officer respond to the question in writing within 10 working days of the meeting.

10.8 Response

- (a) This Rule applies to questions and statements under 10.2-10.5 above.
- (b) An answer may take the form of a direct oral answer or where the desired information is in a publication of the Council or other published work, a reference to that publication.
- (c) Where the reply to any question or statement cannot conveniently be given orally, or where there has been insufficient time for any question/statement for which written notice has been provided in accordance with CPR 10.6 above, it shall be deemed a sufficient reply if the answer is supplied to the Member asking the question or making the statement as soon as reasonably possible and copies shall at the same time be placed in the Members' Group Rooms.

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