

APPENDIX A

PROTOCOL ON PUBLIC QUESTIONS AT COUNCIL AND OVERVIEW AND SCRUTINY COMMITTEE MEETINGS

This protocol applies to questions submitted for Council and Overview and Scrutiny Committees.

The number of questions that are allowed to be submitted shall be limited to two per elector per meeting.

If the question is permitted it will be published, together with the name and address of the questioner, in the agenda papers for the meeting concerned.

Questions relating to policy matters within the remit of Members shall be put forward if they are in accordance with Standing Orders and the provisions of this Protocol. Questions relating to operational matters will not be put forward and will be referred to the appropriate officer for a written reply in accordance with the Council's usual procedures.

Questions relating to human resources issues will not be permitted.

A question will not be permitted if it is substantially the same as one asked within the last six months.

Questions that are likely to disclose exempt information or information contrary to the Data Protection principles will not be permitted.

Questions may only be submitted to the next ordinary Council or Overview and Scrutiny Committee meeting.

Questions relating to the business of the Planning Committee or to Licensing applications determined by the Licensing Committee shall not be permitted under these arrangements. The procedure for the public to address these Committees is contained in the respective Codes of Planning and Licensing Procedures.

Questioners and Members shall treat each other with respect and courtesy and the Mayor or chairman of the meeting will have the discretion to manage the process in the way they feel is most appropriate where respect and courtesy are not being shown.

If the questioner is not present at the meeting the Mayor or Chairman may decide that it is not appropriate for the question to be answered.