

QUESTIONS BY THE PUBLIC

11.1 Asking questions at Council

The public can ask questions at ordinary meetings of the Council. These can be addressed to the Leader, other Cabinet members or Chairs of committees. Questions must be about something the Council is responsible for or something that directly affects people in the city. The public cannot ask questions at an annual or special meeting.

11.2 Giving notice of questions

The wording of questions must be given to the Monitoring Officer at least five complete working days before the meeting. Each question must include the name and address of the person or organisation asking it and the name or position of the Councillor being asked it.

11.3 Number of questions

Members of the public cannot ask more than one question per meeting. Supplementary questions are not allowed.

11.4 Asking the question

The Lord Mayor will ask the questioner to ask their question. If the questioner is not present or an answer cannot be given on the day of the meeting, the question and response will be included in the order of proceedings (handed out at the Council meeting) and published on the website after the meeting. The Monitoring Officer will have a reply sent to the questioner within 10 working days.

11.5 Length of questions

Questions will be no more than 50 words.

11.6 Total length of questions

Council will spend no longer than 10 minutes taking questions. If it cannot take all the questions, it will take them in the order that notice was given of them (except that those members of the public who have not already asked a question at previous Council meetings will be heard first) until there is no time left.

11.7 Written answers

Written questions and answers will be included in the minutes of the meeting. (If a question is not taken, the Monitoring Officer will have a reply sent, within 10 working days, to the member of the public who would have asked the question.)

11.8 Discussion

Councillors can only discuss the questions or answers in Councillors' question time.