

## STANDING ORDER NO 6

### Questions on Notice

- 6.1 Questions on notice at an ordinary or annual meeting of full Council.
- 6.1.1 Subject to Paragraph 6.4 a member of the Council may, at a meeting of the full Council, ask:
- a) The Chairman of the Council;
  - b) A Cabinet Member; or
  - c) The chairman of any committee, sub-committee or Panel
- 6.1.2 a question on any matter in relation to which the Council has powers or duties or which affects the district.
- 6.2 Questions on notice at committees, sub-committees and panel meetings
- 6.2.1 Subject to paragraph 6.3 a member of a committee, sub-committee or panel may, at a meeting of that committee, sub-committee or panel, ask the chairman a question on any matter in relation to which the Council has powers or duties or which affect the district and which falls within the terms of reference of that committee, sub-committee or panel.
- 6.3 Notice of questions.  
(This rule **cannot** be suspended).
- 6.3.1 A member may only ask a question under paragraph 6.1 or 6.2 if either:
- a) he/she has given notice in writing of the question to the Chief Executive which must be received not later than 9.00 am three clear Working Days before the day of the meeting (which shall not include the day of receipt or the day of the meeting); or
  - b) the question relates to urgent matters, he/she has the consent of the chairman or Cabinet Member to whom the question is to be put and the content of the question is given to the Chief Executive by midday on the day before the meeting and the Chief Executive does not consider the question to be out of order.
- 6.4 Response
- 6.4.1 An answer to a question under paragraph 6.1 or 6.2 may take the following form:
- a) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
  - b) A written answer circulated at the meeting or within 5 Working Days of the meeting to the questioner and all members. The answer may also be read out at the meeting in addition to a circulated written reply.
- 6.4.2 The question shall be put and answered without discussion,
- 6.5 Supplementary question
- 6.5.1 A member asking a question under paragraph 6.1 or 6.2 may ask one supplementary question, without notice, of the member to whom the first question was put or by whom it was answered. The supplementary question must arise directly out of the original question or the reply.
- 6.6 Response to Supplementary question
- 6.6.1 If the Chief Executive considers the supplementary question to be out of order no response will be necessary. Otherwise an answer to a supplementary question under paragraph 6.5 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 within 5 Working Days of the meeting where practicable to the questioner and all other members.

6.6.2 The question shall be put and answered without discussion.