

[NB: To go in Cabinet Procedure Rules – paragraph 9, then re-number]

9. QUESTIONS AT CABINET MEETINGS

9.1 At each meeting of the Cabinet there shall be up to 30 minutes set aside for written and oral questions from the public and from County Councillors.

9.2 An oral question under this Rule may be asked with the consent of the person presiding and within the 30 minutes set aside for written and oral questions under provision 9.1.

9.3 Written questions at Cabinet

A County Councillor or any person who lives or works in the county or is affected by the work of the County Council may ask:

9.3.1 The Leader of the Council; or

9.3.2 A Cabinet Member

a question on any matter which is within the powers or duties of the Council or which may affect the County.

9.4 Notice of questions

A question under this Rule may be asked if a written copy of the question has been delivered to the Chief Executive by 10.00 a.m. four clear working days before the date of the meeting.

9.5 Response

A written answer will be provided to a written question and will be given to the questioner and to Cabinet Members before being read out at the meeting by the person presiding or other Cabinet Member to whom it was addressed.

If the person who submitted the question agrees, the answer need not be read out. If the person who submitted the question is not present, the person presiding may decide whether or not the answer shall be read out.

9.6 A copy of all written questions and written answers circulated at the meeting will be attached to the signed copy of the minutes of the meeting.

9.7 Additional Questions

A person who has put a written question may, with the consent of the person presiding, ask an additional oral question on the same subject.

9.8 An answer to an oral question under this Rule will take the form of:

9.8.1 A direct oral answer;

9.8.2 Where the information required is contained in a Council document or other published work, the questioner will be given the name of that

document and if the person presiding considers it appropriate the relevant part of the document will be read out;

9.8.3 If the information required is not easily available, a written answer will be sent to the questioner and circulated to all Cabinet Members.

9.9 There will be no discussion on any question from a member of the public.

9.10 Written questions may be rejected and oral questions need not be answered when the person presiding considers that they:

9.10.1 Are not on any matter that is within the powers and duties of the Council;

9.10.2 Are defamatory, frivolous or offensive;

9.10.3 Are substantially the same as a question that has been put to a meeting of the Cabinet in the past six months; or

9.10.4 Would require the disclosure of confidential or exempt information.

In every case, the person presiding must specify the reason for rejecting a question or not requiring an answer to be given to it.

9.11 Oral questions on reports of the Cabinet:

A Member may ask the Leader of the Council and any Cabinet Member a question relating to any matter contained in a Cabinet Report as long as that question is put when the report is being discussed at the meeting of the Cabinet.