

**(Extract) COUNCIL AND COMMITTEE PROCEDURE RULES****Part 1: Council**

<b>Questions from Members of the Council</b>	
5.4	A member of the Council may ask the Leader or the Chair of a committee any question without notice upon an item of the report of the executive or a committee when that item is being received or under consideration by the Council. The Leader or the Chair of a committee may invite a Chief Officer to respond to the question on their behalf and the leader may also invite another member of the executive to respond.
5.5	<p>A member of the Council may, upon giving the requisite notice, ask the Leader, an Executive Member or the Chair of a Committee <b>(except the Chair of any Scrutiny Committee)</b>, Advisory Panel or Board a question on any matter in relation to which the Council has powers or duties or which affects the Borough.</p> <p><b>Notice of the question shall be given to the Chief Executive and Head of Legal &amp; Democratic Services by no later than 1600 hours 10 working days before the date of meeting. Notice may be given in writing or by email.</b></p>
5.5.1	<b>There will be a limit of 1 question per member per meeting.</b>
5.5.2	<b>There will be a maximum limit of 5 questions per meeting.</b>
5.5.3	<p><b>Each question received by the deadline will receive a written response which will be published either with the main agenda or as a supplemental paper.</b></p> <p><b>For the benefit of those participating online or observing via the Borough Councils YouTube channel, all questions and answers shall be read out at the meeting.</b></p>
5.5.4	<b>No discussion will take place on any question although the Member asking the question will be given the opportunity to ask a supplementary question. This must be directly related to the initial question asked or the published response.</b>
5.5.5	<p><b>The Member providing the answer to the supplementary question may respond verbally although they may invite the Leader or Deputy Leader to answer instead.</b></p> <p><b>The Member answering the supplementary question may also refer the subject of the question to the Overview and Scrutiny Committee or a relevant Scrutiny Select Committee for a report and discussion.</b></p>

5.5.6	Any Member may move that a matter raised by a question or supplementary question be referred to the Overview and Scrutiny Committee or a relevant Scrutiny Select Committee. Once seconded, such a motion will be voted on without discussion.
5.5.7	If the relevant Executive Member is not present then the Leader or Deputy Leader shall answer the question.
5.5.8	If the Chair of a Committee, Advisory Panel or Board is not present then the Vice-Chair of the relevant Committee, Advisory Panel or Board shall answer the question.