

## **QUESTIONS BY MEMBERS OF THE PUBLIC**

10.1 At each Border, Fellside and North Carlisle Community Panel meeting a period of time shall be available to allow questions that have been submitted by members of the public who live, work or study in the Panel's area, to be asked of the Chair of the Panel.

10.2 Any person who wishes to ask a question shall give written notice of the question to the Monitoring Officer by noon on the fifth working day before the meeting. Each question must give the full name and address of the questioner and must be put to the Chair of the Panel. Notice must be provided at this time of any accompanying preamble to be given when putting the question to Council.

10.3 If the Monitoring Officer considers that the number of questions received is such that they cannot all be answered within a reasonable time, they will, after consulting with the Chair, select those which are to be put to the Council meeting. Any question which cannot be dealt with at the meeting because of lack of time will be dealt with by a written answer to be sent within ten working days of the Council meeting by the Chair of the Panel.

10.4 The Chair will determine the order in which questions under this section will be put and may group together similar questions.

10.5 A question may be rejected if it:

10.5.1 is not relevant to a matter for which the Council has a responsibility or which affects the Panel's area;

10.5.2 is illegal, improper, irregular, frivolous or offensive;

10.5.3 is substantially the same as a question which has been put at a meeting of the Council in the previous six months;

10.5.4 will, if answered, disclose confidential or exempt information;

10.5.5 relates to a development control or licensing application;

10.5.6 relates to a matter or issue in respect of which a response has already been given under the Council's complaints procedure or which is currently being dealt with in accordance with the complaints procedure or other formal process, such as court or tribunal proceedings or which is the subject of threatened court or tribunal proceedings by the person asking the question or a person or group which they represent;

10.5.7 relates to a matter or issue of a purely personal concern to the individual asking the question or their family members;

10.5.8 is lengthy or a speech; or

10.5.9 is an unintelligible question.

10.6 If the Monitoring Officer considers that a question submitted may be rejected under these Rules, they will advise the Chair, who will then decide whether to allow the question to be put. If the Chair decides not to allow a question, his or her reasons will be notified to the questioner in writing in advance of the meeting.

10.7 No person may submit more than one question to any one meeting and no more than one question may be asked on behalf of an organisation at any one meeting. No question may be sub-divided into more than two related parts. Asking the question at the meeting

10.8 The Chair will invite the questioner to put the question for which three minutes are allowed. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

10.9 A questioner who has put a question in person may also put one supplementary question without notice to the Chair of the Panel. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds in Rule 10.5 above. Two minutes are allowed for putting the supplementary question.

### **Record of questions**

10.11 Questions that have been accepted and the name of the questioner will be published on the Council's website. Answers

10.12 Every question shall be put and answered without discussion. An answer may take the form of:

10.12.1 a direct oral answer, for which two minutes are allowed for answering a question and two minutes are allowed for answering a supplementary question;

10.12.2 where the information requested is contained in a publication of the Council, a reference to that publication; or

10.12.3 a written answer to be provided later to the questioner, where the reply cannot conveniently be given orally, in which circumstance the councillor questioned will arrange for the written response to be provided to the questioner and circulated to all Councillors within 10 working days thereafter. Reference of question to a Committee



**Border, Fellside  
and North Carlisle**  
Community Panel



**Cumberland  
Council**

10.13 Any Councillor may move that a matter raised by a question be referred to the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.