

PROCEDURE FOR PUBLIC QUESTIONS AT AREA COMMITTEE MEETINGS

There will be a public question time at every Area Committee meeting when residents can ask the Area Committee about issues in their area. At least half an hour will be allocated for public questions and the responses.

Questions should relate directly to the area covered by the Area Committee. This includes the City Council services delegated to the Area Committee, other services that the Area Committee may have an influence over, and/or other issues affecting the area.

Before the Area Committee Meeting:

- Progress on responses to questions raised at previous meetings will be written up into a report for the meeting
- Written questions can be received and will be included with the agenda, report, and previous minutes in advance of the meeting
- The amount of time available for public question time will be clearly indicated on the agenda

During the Area Committee Meeting the Chair will:

- invite questions from the floor
- identify a Councillor or Officer present to provide a response
- invite a supplementary question, if necessary
- if an immediate response cannot be given a written response will be provided at the next meeting or within eight weeks, whichever is the sooner

At the end of public question time, if there are members of the public who still wish to ask questions, a request may be made to the Chair to extend the period of time available.

If there is no further time available for questions, a question sheet will be available with a freepost address for people to send in written questions. People can also hand their written questions in at the end of the meeting itself if they wish.

After the Area Committee meeting:

An officer attending the Area Committee will send questions raised at the meeting to the appropriate Council officers requesting a response in time to write a progress report for the next meeting.