

Appendix 1

Current Rule 14 with tracked changes

WRITTEN REPORTS FROM AND QUESTIONS TO LEADER OF THE COUNCIL AND LEAD MEMBERS

WRITTEN REPORTS FROM AND QUESTIONS TO CHAIRMEN OF AUDIT, PLANNING, LICENSING, AND REGULATORY SERVICES COMMITTEES

- ~~(1) The Chairman of the Council has discretion to accept questions to the Leader of the Council, Chairmen of Audit, Planning, Licensing, Regulatory Services and Lead Members of Service Committees, which are directly related to their areas of responsibility. S/he also has discretion to direct any question to the appropriate Committee for answer.~~
- ~~(12) Any member wishing to submit a questions to the Leader of the Council, Lead Member or a Committee Chair shall submit the same in writing to the Proper Officer not later than noon 8 working days before the publication of the Council summons. Any such question must be directly related to the area of responsibility of the member to whom the question is addressed. Members must submit questions and amendments to motions in writing by noon of the day before the Council meeting.~~
- ~~(2) A full written answer from the Leader of the Council, Lead Member or appropriate Committee Chair will, where practicable be published with the summons. Otherwise a written answer will be circulated at the meeting. If the matter is particularly complex, a written answer may be circulated to all Members as soon as practicable after the meeting and a record kept with the minutes of the meeting.~~
- ~~(3) If a Member has an urgent question that has arisen since subsequent to the --question deadline set out in rule 14 (1) above, with the Chairman's permission s/he may ask it of one of the Members covered by this rule. This urgent- the question may be submitted to the must bProper Officer in writing e submitted in writing to the Committee Section by not later than noon before- on the day of the meeting. To be considered urgent the matter must not have been in the public domain at the time of the deadline for ordinary written questions. The Chief Executive and Solicitor to the Council will in their absolute discretion determine whether the question constitutes an urgent question such that it may be accepted under this rule. No question shall be accepted as an urgent question where the issue was in the public domain prior to the deadline set out in rule 14(1) above. rule on the urgency of the question. That any urgent question accepted under this rule shall urgent question will be answered within 5 working days or as soon as practicable thereafter and the response circulated to all members. A record of the question and response shall be kept with the minutes of the meeting.~~
- ~~(4) Unless otherwise agreed by the meeting, written questions and written answers will be taken as tabledcirculated , without discussion or debate.~~
- ~~(3) Full versions of the questions shall be displayed on a projector at Council meetings and shall also be available at the meeting.~~
- ~~(5) A Member shall be entitled to ask one supplementary question in response to With the Chairman's permission, the Member who submitted the written question may ask one supplementary question about the written answer on their original question provided that only one supplementary question may be put and must be relevant to the subject matter of the original question. The Member shall have a time limit of one minute to put the supplementary question. included in the summons. There is a one-minute limit per~~

~~supplementary question. In the event of a written response being given, this shall be provided within 5 working days or as soon as practicable thereafter and circulated to all Members. If in the meeting a written answer is to be provided this should be done within 5 working days~~

- (65) At all ordinary meetings of the Council, the Leader of the Council, Lead Members and/or Committee Chairs, ~~Lead Members and Chairmen of Audit, Planning, Licensing and Regulatory Services Committees~~ may give a written report on matters relevant to their areas of responsibility, which have arisen since their last report. The written report will be published with the Council summons for the meeting and will be taken as read. ~~Where an issue has arisen subsequent to the publication of the Council summons, an oral report may be given. An Oral report only on a matter arising since the report was published may be given. This~~ **Each oral report shall be time limited in the event of an oral report being given, this shall be limited to five minutes.**
- (7) ~~Any Member of the Council may ask oral a question~~ ss on the written and/or oral report followed by one supplementary question to the member presenting the report. to the Leader of the Council, Chairmen of Audit, Planning, Licensing, Regulatory Services and Lead Members of Service Committees, which are directly related to their areas of responsibility. Such questions should directly relate to the contents of the report. The Chairman will have the discretion to direct any question to the appropriate Member/Committee for answer for response.
- (6) ~~Any Member of the Council may ask a question on the report followed by one supplementary question.~~
- (8) ~~Normally every question~~ Questions (written or oral) must will be asked and answered without discussion but, at the Chairman's, at his or her discretion, -may, in exceptional circumstances and where he or she considers it to be in the public interest, permit a debate there can be a debate on the issue in question. A Member who has been asked a question can, may decline to answer, or may name an appropriate person to answer for him/her on his or her behalf.
- (9) Written questions not dealt with at the meeting will not be carried over to the next meeting. A full written answer will normally be given within 5 working days.
- ~~10. All written and oral questions and all written and oral answers will be set out in the minutes.~~