

## APPENDIX A\*

### 9. Questions

#### (a) Oral Questions

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- (1) Prior to the first ordinary Council meeting following the full Council elections all Members of the Council (except the Lord Mayor, Relief Chairman and Cabinet Members) will be included in a draw to be conducted by the Head of Legal and Democratic Services to ascertain the order in which questions will be asked at the Council meeting. At the next ordinary Council meeting the names of those members who have already been called to ask a question will be left out of the draw and the process will be repeated for each subsequent Council meeting until all other members qualified to ask a question have had the opportunity to do so. The process will then start again. A fresh draw will be made in respect of the first ordinary Council meeting following each full Council election. Members who become qualified to ask a question (eg. because they cease to be a Cabinet Member) will be included in the next available draw.

- (a) Prior to the first ordinary Council meeting following the full Council elections all Members of the Council (except the Lord Mayor, Cabinet Members and the Leader of the Opposition) will be included in a draw, conducted by the Head of Legal and Democratic Services, to ascertain the order in which questions will be asked at the Council meeting. A similar draw will be made prior to each ordinary Council meeting. Members will not be drawn again until all other Members qualified have had the opportunity to do so. Members who become qualified to ask a question (eg because they cease to be a Cabinet Member) will be included in the next available draw.

- (2) The Leader of the Opposition is entitled to ask three questions during a question time. The order in which other Members are listed to ask one question each shall be determined by the Head of Legal and Democratic Services in accordance with (1) above in time to allow the order of questions to be circulated with the agenda, not later than the eighth day before the Meeting. The order of questioners shall be circulated to all Councillors by no later than the fifth day prior to the Council Meeting (usually the preceding Friday).

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- (3) A question shall be directed to a Cabinet Member or a Committee Chairman on any matter within their terms of reference. The questioner must identify the Member to whom the question is addressed before asking it.
- (4) Only one single question may be asked at a time and shall be put briefly.
- (5) The Chairman may disallow any question that in his opinion is not relevant to the functions or powers of the Council, or is wholly or in part frivolous or derogatory to the dignity of the Council, or is not put with reasonable brevity or comprises more than one part.
- (6) Where any question has, in the Chairman's opinion been incorrectly addressed to a particular Cabinet Member or Committee Chairman, he may redirect the question to the appropriate Member.
- (7) The reply shall be given orally by the Cabinet Member or the Committee Chairman (or his nominee). If a question affects more than one Member a combined reply, by agreement between the relevant Members, may be given by one of them or a nominee.
- (8) Question time shall be 45 minutes and then the Chairman will end question time and any member speaking at the time will sit down. The Chairman may allow an extension of time to permit a reply to be made to the last question called or put.
- (9) After a reply a maximum of one related single point supplementary question may be asked. The Member who asked the original question has the right to ask the supplementary question in preference to any other Member.
- (10) Questions may not be asked at Annual or Extraordinary meetings of the Council.
- (11) Questions and Replies shall be ~~transcribed~~ **recorded** by the Head of legal and Democratic Services and placed on the Council's website no later than 28 days following the date of the Council meeting.

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**Delete existing Standing Order 18 (4) and 36 (4) and replace with the following:**

**Existing Standing Order 18 (4)**

- (4) The Chairman may authorise any video recording of any proceedings within the Council Chamber and shall at the meeting inform the Council of any decision authorising a recording to be taken. The Chairman's decision shall be final and not open to challenge. Without the consent of the Chairman no photographs shall be taken during a meeting of the Council nor apart from the official sound recording shall any sound recording be taken of the proceedings at any meeting of the Council.

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Filming Including the taking of photographs will generally be allowed of the Part I (public) part of the proceedings but the Chairman may, in the interests of the good conduct of the meeting, refuse permission. Such decisions shall not be open to challenge. Filming on behalf bona fide media organisations shall also generally be allowed with the permission of the Chairman on the recommendation of the Director of Communications and Strategy.

**Existing Standing Order 36 (4)**

- (4) The Chairman at a meeting of the Cabinet, a Committee or Sub-Committee may authorise any video recording of any proceedings within the meeting room and shall at the meeting inform the Committee or Sub-Committee of any decision authorising a recording to be taken. The Chairman's decision shall be final and not open to challenge. Without the express prior consent of the Chairman no photographs shall be taken at any meeting of the Cabinet, a Committee or Sub-Committee nor apart from the official sound recording shall any sound recording be taken of the proceedings.

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