

Basildon District Council

Period allocated to Member questions –

30 minutes

Notice of Questions –

By 10.00am on the 3rd working day before the day of the meeting, the Member to whom the question is addressed must be given notice.

Urgent Questions –

An urgent question can be raised and asked with the approval of the Mayor, provided that the question has been delivered by noon on the day of the meeting to the Chief Executive.

Review/Management of Questions by –

N/A

Supplementary Questions –

If the questioner is a member of the Council, two supplementary questions may be asked but these must arise directly from the original question or reply.

In the event of a member not exercising his right to ask a supplementary question, a supplementary question may be put by any other member at the discretion of the Mayor.

Supplementary questions will be put without debate or comment from other members.

Re-direction of Questions –

Mayor can re-direct question to Leader, other Cabinet member etc.

Portfolio Holder Reports –

None

Other Points –

Chief Executive maintains record of each question for public inspection.

Two or more questions which in the opinion of the Mayor, are in similar terms, may be amalgamated as the Mayor thinks fit to form one question.

Questions from members of the public may not be amalgamated with questions from members of the Council.

Brentwood Borough Council

Period allocated to Member questions –

Not exceeding 80 minutes

Notice of Questions –

Written Questions – 4 working days before the day of the Council meeting.

Oral Questions - A Member of the Council can ask only one oral question of each Chair. No notice is required.

Urgent Questions –

N/A

Review/Management of Questions by –

Written questions dealt with in the order in which they are received.

Supplementary Questions –

Written Questions – One supplementary question is allowed.

Oral Question - No supplementary question shall be put except if the questioner considers that the reply requires clarification and the Mayor gives leave to the questioner to ask a supplementary question.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

Oral questions are dealt with after the completion of questions without notice.

Braintree District Council

Period allocated to Member questions –

Up to 30 minutes

Notice of Questions –

Can ask questions without notice.

Urgent Questions –

Review/Management of Questions by –

Supplementary Questions –

One supplementary question can be asked directly arising from the original question.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

Yes. These are presented and updated if necessary and are then given to questions.

Other Points –

A Member may make a statement at ordinary meetings of Council upon giving details of the subject to the Chief Executive, the Monitoring Officer or the Member Services Manager by no later than 5.30p.m. on the 9th working day before the meeting. No Member shall make more than one statement at any one ordinary meeting of the Council and the statement must be related to the powers or duties of the Council or affects the District.

The Chairman of the Council has the discretion to decline any statement to be dealt with under this rule on the grounds that it addresses matters inappropriate to consider at the meeting.

Castlepoint Borough Council

Period allocated to Member questions –

Notice of Questions –

A Member of the Council may ask a member of the Cabinet any question without notice upon an item of the report of the Cabinet when that item is being received or under consideration by the Council.

With the approval of the Mayor, the Chairman may ask a Chief Officer to respond on any question where the Cabinet member does not have the information and it is considered the officer would be able to assist.

A Member may only ask a question if it has been given in writing and delivered to the Chief Executive not later than seven clear working days before the day of the meeting. In the case of a meeting held on a Monday evening, for example, any notice must be received by the Chief Executive by 5.15p.m. on the Wednesday of the week two weeks before the week of the meeting.

Urgent Questions –

Review/Management of Questions by –

Supplementary Questions –

Re-direction of Questions –

Portfolio Holder Reports –

Other Points –

The Mayor may reject a question if it:

- (a) Is not about a matter for which the Council has a responsibility of which directly affects the Borough;
- (b) Is defamatory, frivolous or offensive; or
- (c) Is substantially the same as a question which has been put at a meeting of the Council in the past two years;
- (d) Requires the disclosure of confidential or exempt information; and

(e) Is subject to separate mediation or dispute resolution.

Chelmsford Borough Council

Period allocated to Member questions –

A maximum of one hour.

Notice of Questions –

Written questions to the Leader and Cabinet members must be submitted either by letter or email to the designated officer by 12 noon on the second day before the meeting.

Urgent Questions –

N/A

Review/Management of Questions by –

Copies of all questions will be distributed at the meeting. Officers will prepare suggested replies to or background information on each question if the Cabinet member so desires. The Cabinet Member may use this if they desire.

Supplementary Questions –

A supplementary question can be asked if it is on a point arising from the answer. The questionnaire can also comment on the reply but the Portfolio Holder must be able to respond.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

As soon as possible after the meeting, a record of the replies given to questions put under this rule will be distributed to all members of the Council and published on the Council's website.

Colchester Council

Period allocated to Member questions –

A period not exceeding 60 minutes for pre-notified questions. Questions can be put to the Leader of Council, Cabinet Members and Panel/Committee Chairmen.

Following the conclusion of pre-notified questions, each Councillor may ask no more than one oral question of the Leader of the Council and of each Cabinet Member and Chairmen of Panels and Committees. These questions are without notice.

Notice of Questions –

Two clear days' notice.

Urgent Questions –

Review/Management of Questions by –

The Chairman may rule out questions which are inappropriate.

Supplementary Questions –

The questioner who has asked a pre-notified question or an oral question may ask one supplementary question.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

At the expiration of 60 minutes, any questions which Councillors have indicated to the Mayor a desire to ask, but which have not been asked, shall be deemed to have lapsed and will not be carried forward to any future meeting.

Every question asked shall be put and answered without discussion.

Essex County Council

Period allocated to Member questions –

Up to 20 minutes for questions without notice (see below).

Notice of Questions –

Notice has to be given in writing to the Chief Executive before 10.30a.m. the Wednesday prior to the Council meeting. Full Council always meets on a Tuesday. The number of written questions is limited to two.

Urgent Questions –

Where considered urgent, the Chairman may allow any member to put to the Leader, Cabinet member or Chairman of any committee any question of which the above notice has not been given, but a copy of any such question shall, if possible, be delivered to the Chief Executive not later than 9.00a.m. on the day of the meeting.

Review/Management of Questions by –

Written questions may be edited to bring them into proper form or reasonable brevity.

Supplementary Questions –

If after a reply is given to a written question the Member who asked the question considers that the reply requires clarification, he may ask once for clarification but otherwise no supplemental question shall be put except by leave of the Chairman.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

Questions can be asked of the Leader, Cabinet Member or Chairman of a Committee without notice.

Harlow District Council

Period allocated to Member questions –

No longer than 30 minutes at Council meetings and 15 minutes at other meetings.

Notice of Questions –

A Councillor may ask up to 2 questions to the Chairman of the Council, the Leader and Portfolio Holder and Chairman of any committee if they have given at least two clear working days notice in writing to the Chief Executive.

Urgent Questions –

The question relating to urgent matters, has the consent of the Chairman of the meeting where the question is to be put and the content of the question is given to the Chief Executive before the start of the relevant meeting.

Review/Management of Questions by –

The Chief Executive will record the receipt of each question in a form capable of being open to public inspection and will send a copy of the question to the Councillor to whom it is to be put. The Chief Executive can reject inappropriate questions or those which are not relevant. Questions which are substantially the same as one asked in the past six months can be rejected as well as those involving disclosure of exempt or confidential information. The Chief Executive may edit questions to place them in proper form.

Supplementary Questions –

A supplementary question must arise directly out of the original question or the reply

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

Similar questions are permitted at Cabinet and Committee or Sub-Committee meetings.

Questions must be asked in the order in which they are received.

Maldon District Council

Period allocated to Member questions –

None specified

Notice of Questions –

Notice in writing has to be given to the Chief Executive, received not later than noon on the Monday preceding the day on which the meeting is to be held.

Questions may also be put without notice to the Chairman of the Council or of any committee, provided that no question shall seek to raise, or have the effect of raising any matter dealt with or disposed of through the transaction of business earlier in the particular meeting or any matter which is not relevant to the Council.

Questions may be put without notice to the Leader of the Council provided the subject has not been dealt with at the meeting already.

Urgent Questions –

With the permission of the Chairman, put to him or the Chairman of any Committee, any question relating to urgent business, of which such notice has not been given, a copy shall, if possible, be delivered to the Chief Executive not later than 10.00a.m. on the day of the meeting.

Review/Management of Questions by –

N/A

Supplementary Questions –

None

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

None

Redbridge Borough Council

Period allocated to Member questions –

Two sessions of 30 minutes each are allowed for public and member questions.

Notice of Questions –

Any Councillor, resident or business ratepayer of the Borough may put questions to the mayor, Leader of the Council, any Cabinet member or any Committee Chair (except those of the Standards, Scrutiny or Area Committees).

Urgent Questions –

A Councillor may ask a question about an urgent matter if notice is given by noon on the working day before the meeting.

Review/Management of Questions by –

All questions must either:

- (a) be relevant to the functions or responsibilities of the person to whom they are directed, or the committee that they chair, or
- (b) relate to a national or local matter that has a significant impact on the Borough.

No question may be put that:

- (a) relates to any current investigation or complaint concerning any Members or former Members;
- (b) would require disclosure of confidential or exempt information (unless asked by a Councillor);
- (c) concerns any planning or licensing application made to the Council;
- (d) is unsuitable in form, frivolous or derogatory to the dignity of the Council;
- (e) pursues a formal complaint against the Council where other complaint channels exist.

The Mayor will have the final decision whether or not a question complies with this Standing Order and where there is doubt, decide to which councillor a question should be addressed.

Each question will last no more than 2 minutes.

Supplementary Questions –

After a Councillor's question, 2 2 relevant supplementary questions will be allowed.

Re-direction of Questions –

Portfolio Holder Reports –

Other Points –

Rochford District Council

Period allocated to Member questions –

None.

Notice of Questions –

Members have to give at least 5 working days' notice in writing of the question to the Chief Executive.

Questions by Members are on notice may ask the Leader or a Chairman of a committee or sub-committee on any matter in relation to which the Council has powers which affect the area which falls within the committee's terms of reference.

Urgent Questions –

Questions relating to urgent matters must have the consent of the Chairman to whom the question is to be put and the content of the question is given to the Chief Executive by midday on the day of the meeting.

Review/Management of Questions by –

The Chief Executive will enter each question in a book open to public inspection and will immediately send a copy of the question to the Member to whom it is to be put.

Supplementary Questions –

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. The question must arise directly out of the original question or the reply.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

None

Southend-on-Sea District Council

Period allocated to Member questions –

Two periods of questions for the public and members, each period lasting up to 30 minutes.

Notice of Questions –

Notice of questions by Councillors has to be given in writing and delivered to the Chief Executive and town Clerk not later than 2 clear working days before the date of the meeting. Not more than two questions can be asked by any one member.

Urgent Questions –

N/A

Review/Management of Questions by –

Any question may be edited by the Chief Executive and Town Clerk to bring it into proper form.

Supplementary Questions –

Not more than one supplementary question may be asked on any written question and only the member who asked the original question can ask a supplementary question.

Re-direction of Questions –

N/A

Portfolio Holder Reports –

None

Other Points –

None

Tendring District Council

Period allocated to Member questions –

The time limit for asking each question is two minutes and the time limit for each reply is five minutes. At any one meeting no Councillor may submit more than two questions. A Member of the Council may ask a question to the Chairman, a Member of the executive and the Chairman of any committee or sub-committee.

Notice of Questions –

Midday, no later than 7 working days before the day of the meeting.

Urgent Questions –

Yes – if the comment has been obtained from the person to whom the question is to be put and it is received by noon on the day of the meeting.

Review/Management of Questions by –

Published on the agenda in the order in which they were received.

Supplementary Questions –

After the response has been given, the member who asked the question may ask one supplementary question of which no notice is required. However the supplementary question must relate to the original question.

Re-direction of Questions –

Officers can reject a question of inappropriate or would involve exempt or confidential information.

Portfolio Holder Reports –

Other Points –

Questions shall not be submitted to the Annual Meeting of the Council or to an extraordinary meeting of the Council.

Questions at Committee or Sub-Committee meetings may be put and under the same procedure.

Thurrock District Council

Period allocated to Member questions –

The time limit for all questions shall be up to 30 minutes.

Notice of Questions –

Any member may submit a maximum of two questions, except for the Leader of the Opposition who can ask two questions of the Leader and a further two in total of other members, by delivering them in writing to the Monitoring Officer to be received by Democratic Services by 5.00p.m. at least six working days prior to a meeting of Council.

The Monitoring Officer shall copy the question to the Member to whom it is addressed and place it on the agenda for the next meeting of Council, unless it did not comply with Council rules or was defamatory, offensive etc.

Urgent Questions –

Review/Management of Questions by –

The Monitoring Officer shall place the questions on the agenda in the order they were received. Where it was considered that the question or answer was likely to disclose confidential or exempt information, then it is placed in that part of the agenda. The Monitoring Officer may reject questions on grounds of relevance, appropriateness or if they have been asked during the previous 6 months unless a significant change in circumstances.

Supplementary Questions –

Where the member who submitted the question is present, after the initial answer, they may ask two supplementary questions arising directly out of the initial question or answer which must not be extended to a statement.

Re-direction of Questions –

Portfolio Holder Reports –

Other Points –

Any resident of the authority's area may submit a question addressed to the Leader, a Member of the Cabinet, a Chair of any committee or sub-committee, or a member appointed to represent the Council on a Joint Committee by delivering it in writing to the Monitoring

Officer, to be received by Democratic Services by 5.00p.m. at least six working days prior to a meeting of the Council.

Uttlesford District Council

Period allocated to Member questions –

N/A

Notice of Questions –

On reports of the Executive or Committees - A member of the Council may ask the Leader, member of the Executive or the Chairman 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.

Urgent Questions –

N/A

Review/Management of Questions by –

N/A

Supplementary Questions –

N/A

Re-direction of Questions –

N/A

Portfolio Holder Reports –

N/A

Other Points –

N/A