

4.7.3 Questions Requiring Notice

Other than under the provisions for questions without notice a Member may only ask a question of the Chair; Member of the Executive; or the Chair of any Committee or sub-committee, on any matter:

- (a) in relation to which the Council has powers or duties; or
- (b) which affects the District of Teignbridge and which falls within the terms of reference of that committee.

A Member may only ask a question in accordance with this section if either:

- (a) they have given written notice of the question no later than five clear working days before the meeting i.e. should the meeting be on a Thursday the deadline would be the Wednesday before at 5pm to the Democratic Services Team Leader email democraticservicestdc@teignbridge.gov.uk ;
or
- (b) the question relates to urgent matters, and they have the consent of the Chair to whom the question is to be put and the content of the question is given to the Democratic Services Team by email democraticservicestdc@teignbridge.gov.uk on the day of but prior to the meeting.

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

A Member asking a question may ask one supplementary question, without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

The Managing Director (or in his absence the Monitoring Officer) may reject a question for one or more of the following grounds if in their opinion it:

- (i) relates to something that is or should be the subject of alternative recognised procedures (for example, staffing issues, complaint, licensing or planning matters);
- (ii) is not about a matter for which the local authority has a responsibility or does not affect the District;
- (iii) is defamatory, frivolous or offensive;
- (iv) Is contrary to the Constitution;
- (v) Seeks to benefit the questioner themselves or a personal contact;
- (vi) is substantially the same as a question which has been previously put in the past six months; or
- (vii) requires the disclosure of confidential or exempt information.

Questions received in time, and which are not rejected will be published three working days in advance of the relevant meeting.

The total time allowed/allotted for Member questions and answers is 30 minutes.

Questions will be presented in the order that they were received by Democratic Services.

Each Member has no more than 1 minute to ask their supplementary question.

The process would be that the member raising the question would precis it at the meeting and the Portfolio holder would briefly respond with their answer and ask if there would be a supplementary question.

In circumstances where a Member seeks to ask more than one question, any second and subsequent questions will be permitted subject to the principle of one question per member and time constraints. Where time allows, any such additional questions will be presented in the order they were received and in rotation.

After the allotted period of 30 minutes has elapsed, any member submitting a question that was not able to be heard, is to be asked if they agree to the question being referred to the next meeting or dealt with in some other way namely a written response.