

Appendix D – Possible Option

4j 4 Cabinet meetings

4j 4.1 General

a) Members of the public may ask questions of Members of the Cabinet **in relation to matters which in the opinion of the Leader** the Council has responsibility for and/or which specifically affect the District.

b) Each speaker will be limited to two minutes in which to ask their question. Subject to the Leader's discretion, there will be an overall limit of 15 minutes for public questions, or a total of six questions, whichever is the greater.

c) Questions can only be asked by residents of Horsham District who are identified as such from the voters list, or from anyone who satisfies the Monitoring Officer that they work wholly or in substantial part in Horsham District.

4j 4.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Leader may group together similar questions.

4j 4.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than 12.00 pm **three working days before the day of the meeting** (email: committeeservices@horsham.gov.uk). **Each question must give the name and address of the questioner.**

4j 4.4 Number of questions

At any meeting **no person may submit more than one question** and no more than one question may be asked on behalf of an organisation.

4j 4.5 Scope of questions

The Head of Paid Service may reject a question if it:

- a) is not about a matter for which the Council has a responsibility or which affects the District;
- b) is defamatory, frivolous or offensive;
- c) is substantially the same as a question which has been put at an ordinary or extraordinary meeting of the Council and/or a meeting or special meeting of the Cabinet in the past six months; or
- d) requires the disclosure of confidential or exempt information.

4j 4.6 Record of questions

The Head of Paid Service will immediately send a copy of the question to the Cabinet Member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be made available to all those attending the meeting.

4j 4.7 Asking the question at the meeting

The Leader will invite the questioner (**who must be present**) to put the question, as submitted, to the Cabinet Member named in the notice.

4j 4.8 Supplementary question

A speaker who has put a question may also put one supplementary question without notice to the Cabinet Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The speaker will be limited to one minute in which to

ask their question. The Leader may reject a supplementary question on any of the grounds set out in 4j 4.5 above.

4j 4.9 Written answers

- a) Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Cabinet Member to whom it was to be put, will be dealt with by a written answer.
- b) Any supplementary question which cannot be answered during the public question time either due to lack of time, or the Member not having the knowledge or access to the information at the time, will be dealt with by written answer.
- c) As deemed appropriate, in the absolute discretion of the person responding, answers may be given either orally or else in writing, within three working days of the relevant meeting.

4j 4.10 Statements

Members of the public may ask questions in accordance with the rules contained in this procedure rule and are not entitled to make any statements.

4j 4.11 Conflicting provisions

The provisions contained in this procedure rule shall prevail in the event there is a conflict with other provisions contained in the constitution.

4j 5 Special Cabinet meetings

4j 5.1 General

- a) Members of the public may ask questions of Members of the Cabinet **in relation to matters which in the opinion of the Leader** are relevant to the business of the meeting.
- b) Each speaker will be limited to two minutes in which to ask their question. Subject to the Leader's discretion, there will be an overall limit of 20 minutes for public questions, or a total of six questions, whichever is the greater.
- c) Questions can only be asked by residents of Horsham District who are identified as such from the voters list, or from anyone who satisfies the Monitoring Officer that they work wholly or in substantial part in Horsham District.

4j 5.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Leader may group together similar questions.

4j 5.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than 12.00 pm **three working days before the day of the meeting** (email: committeeservices@horsham.gov.uk). **Each question must give the name and address of the questioner.**

4j 5.4 Number of questions

At any meeting **no person may submit more than one question** and no more than one question may be asked on behalf of an organisation.

4j 5.5 Scope of questions

The Head of Paid Service may reject a question if it:

- a) is not about a matter for which the Council has a responsibility or which affects the District;
- b) is defamatory, frivolous or offensive;

c) is substantially the same as a question which has been put at an ordinary or extraordinary meeting of the Council and/or a meeting or special meeting of the Cabinet in the past six months; or

d) requires the disclosure of confidential or exempt information.

4j 5.6 Record of questions

The Head of Paid Service will immediately send a copy of the question to the Cabinet Member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be made available to all those attending the meeting.

4j 5.7 Asking the question at the meeting

The Leader will invite the questioner (**who must be present**) to put the question, as submitted, to the Cabinet Member named in the notice.

4j 5.8 Supplementary question

A speaker who has put a question may not ask a supplementary question at a special meeting of the Cabinet.

4j 5.9 Written answers

- a) Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Cabinet Member to whom it was to be put, will be dealt with by a written answer.
- b) As deemed appropriate, in the absolute discretion of the person responding, answers may be given either orally or else in writing, within three working days of the relevant meeting.

4j 5.10 Statements

Members of the public may ask questions in accordance with the rules contained in this procedure rule and are not entitled to make any statements.

4j 5.11 Conflicting provisions

The provisions contained in this procedure rule shall prevail in the event there is a conflict with other provisions contained in the constitution.