



## Questions on Notice Guidance and Template

A Question which has been submitted on Notice, will be included on the Full Council agenda, if it has been received by Democratic Services in writing or by electronic mail, no later than midday 10 clear working days before the day of the meeting. Please email your Question to [DemocraticServices@eastsoffolk.gov.uk](mailto:DemocraticServices@eastsoffolk.gov.uk) A list of the deadlines for Questions is saved within the Democratic Services area on Fred.

Questions for which notice has been given will be listed on the Full Council Agenda in the order in which the notice was received, unless the Member giving notice states, in writing, that they propose to move the Question to a later meeting or withdraw it.

A Question on Notice can be asked of:

- The Chairman of the Council
- The Leader of the Council
- A Member of the Cabinet
- The Chairman of any Committee or Sub-Committee

This request must be about matters for which the Council has a responsibility, duties or powers or which affects the East Suffolk district.

A Question on Notice can be rejected by the Monitoring Officer on a number of grounds, including:

- Is not about a matter for which the local authority has a responsibility or which affects the district;
- Is defamatory, frivolous or offensive;
- Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- Requires the disclosure of confidential or exempt information.

If a Question is rejected, the Member who proposed the Question will receive a full explanation of the reasons for the rejection from the Monitoring Officer.

It is important that Questions are succinct and to the point, using plain English.

Question template:

**Question**

Question from:

To:

Please note that Questions have a 100 word limit in order that they remain succinct and to the point.

Please note that Members will be asked to read out their Question in full. This is to assist those members of the public watching the meeting via YouTube who may not have access, or be able to read, the meeting papers. Reading out the Question in full also assists the Council to be inclusive, open and transparent in the way it conducts its business at Full Council.

No Member will be permitted to read out another Members question.

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

A Member cannot ask a supplementary question if they did not themselves ask the original question.

Other members cannot ask a supplementary question if they did not ask the question.

The time limit for Council to consider questions in relation to which notice must be given is 30 minutes in total and this time limit can be extended at the discretion of the Chairman.

Once a Question on Notice has been considered, the Chairman will ask Members to consider the next Question on Notice listed on the agenda, or the next item of business