

Public speaking at meetings of Council

1. HOW TO SUBMIT FORMAL QUESTIONS TO COUNCIL

Questions must be lodged with the Assistant Chief Executive Legal and Democratic at close of business six clear working days before the meeting (for example, 5.15pm on Wednesday in the week preceding a Friday meeting). Questions should be posted to: Assistant Chief Executive Legal and Democratic, Herefordshire Council, Brockington, 35 Hafod Road, Hereford, HR1 1SH or emailed to councillorservices@herefordshire.gov.uk. An email or letter will be sent acknowledging receipt of the question(s).

2. RESERVED SEATING FOR PUBLIC SPEAKERS

A member of the public who has lodged a written question should identify themselves to a Council officer in order to be directed to the public speaking area. Seating will be reserved in the first row on the right hand side of the public gallery for supplementary questions. All written questions and answers will be made available, in writing, to members of the public prior to the commencement of the meeting and no later than 10.15am.

3. ASKING A SUPPLEMENTARY QUESTION AT COUNCIL

A member of the public who has lodged a written question (or series of questions) to Council is permitted to ask **one** supplementary question only.

Where several members of the public have lodged similar written questions, these will be dealt with together. One person may be elected by the group to ask **one** supplementary question on behalf of the group.

Supplementary questions will be dealt with in the same order as the questions are presented in the Agenda i.e. the order in which they are received by post or electronically. Once each formal written question (or series of questions from the same person) has been answered, the Chairman may invite the person who submitted the written question to raise one supplementary question only, if they wish to do so.

As set out in Standing Order 4.24.3 of the Constitution up to 25 minutes is set aside for the answering of questions and supplementary questions from members of the public.

Respect must be shown to the Chairman. Once the Chairman has invited a speaker to ask a supplementary question, the speaker should stand (unless unable to do so). A microphone will then be handed to the speaker to enable the supplementary question to be asked.

The supplementary question:

- must relate to the original question raised
- must not be defamatory
- is time-restricted to one minute

A verbal response will be given to the supplementary question by the relevant Cabinet Member or Chairman of a Committee, where appropriate. If the relevant Cabinet Member or Chairman is unable to respond verbally a written response will be sent to the member of the public.

If you have any queries or would like further information about speaking at Full Council please email councillorservices@herefordshire.gov.uk or telephone (01432) 260201

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