

PUBLIC QUESTIONS AT COUNCIL & CABINET MEETINGS

At each Ordinary meeting of the Council a period of **15 minutes** will be allocated for public questions. Questions can be asked of The Leader and Cabinet Members. There is a deadline set for the receipt of questions for each meeting, the table below sets out the date of meetings for 2012/13 and the latest time for receipt of questions for that meeting.

Council Meeting Date 6.30 pm Thursday	Latest time for receipt of Questions 12 noon Wednesday
22 November 2012	14 November 2012
24 January 2013	16 January 2013
7 March 2013	27 February 2013

Cabinet Meeting Date 5.00 pm Thursday	Latest time for receipt of Questions 12 noon Wednesday
18 October 2012	10 October 2012
8 November 2012	31 October 2012
6 December 2012	28 November 2012
20 December 2012	12 December 2012
31 January 2013	23 January 2013
28 February 2013	20 February 2013
28 March 2013	20 March 2013
25 April 2013	17 April 2013

Who can ask Questions

Anyone who lives, works, owns/leases land or is being educated in the Borough

You may only ask one question per meeting

No more than one question can be asked on behalf of a group or organisation

Questions will be asked in the order they were received

A maximum of 2 minutes is allowed for each question and answer

Questions should be clear and concise (no more than 50 words)

Answers will be given verbally. In cases where more information is required a written answer will be provided.

As there is a limited time for questions it is possible that not all valid questions will be able to be read out and answered at the meeting. At the end of the 15 minute period, or after the reply to the final question, whichever occurs first, the Council will proceed to the next business. Any submitted questions not read out during the 15 minute period will receive a written reply.

Submitting your Question

Questions must be delivered in writing, or sent by e mail to Democratic Services and must be received by 12 noon 2 working days before the meeting, please see the table above for appropriate deadlines.

You will be expected to attend the meeting in order to put your question. If you are unable to attend the Mayor may, at his discretion, put the question on your behalf.

When submitting your question (no more than 50 words) please include the following information

- The date of the meeting at which you want to ask your question
- Your name, address and a contact telephone number
- Your e mail address

Scope of Questions

Your question must refer to an issue which affects the Borough or falls within the Council's responsibilities.

Your question must be directed to the Leader of the Council or a Member of the Cabinet

Your question must not be in furtherance of your own particular circumstances

Your question must not be substantially the same as a question which has been put at a Council meeting in the past 6 months

Your question must not be derogatory, defamatory, frivolous, vexatious or offensive – there is no legal protection for comments made at meetings.

Your question must not require the disclosure of confidential or exempt information

Your question must not refer to individual planning or licensing matters or any matter where there is a right of appeal to the courts, tribunal or to a Government Minister

You may not ask a question about the service conditions of any person employed by the Council

What Happens at the Meeting

Copies of all valid questions received will be made available to those present at the meeting

The Mayor will refer to the list of valid questions and will ask in turn each member of the public to stand and ask their question. If you do not wish to read your question out yourself you may ask that it be read out on your behalf

When reading the question you must not deviate from the text of the question that you have submitted

Your question may be directed to the Leader of the Council or to the relevant Cabinet Member.

Unless the Mayor decides otherwise, there will be no discussion or debate on any question or answer.

Send your Question to:-

By Letter Telford & Wrekin Council, Democratic Services, Civic Offices, Coach Central, Telford TF3 4HD

By E Mail Democserv@telford.gov.uk

If you require further information please telephone 01952 383210