

**Questions from the Public at Cabinet Meetings –
Recommended Procedure**

1. At the start of each meeting of the Cabinet, 20 minutes be allocated for members of the public (other than Members of the Council) to put questions.
2. Subject to 3 below, an individual shall be permitted to ask one question only.
3. Following the answer to the original question, a questioner may ask one supplementary question. This may not introduce any new issue and shall only be by way of seeking further or clearer information regarding the original question and the answer given.
4. Questions should only concern matters which are within the Council's area of responsibility or influence.
5. Questions:-
 - (a) Must be reasonable and fair.
 - (b) Must not be defamatory, offensive or abusive.
 - (c) Must not seek personal information regarding individual employees or users of Council services.
 - (d) Must not relate to individual employment issues.
 - (e) Must not relate to matters on which there is a pending right of appeal.
 - (f) Must not relate to matters subject to litigation.
6. The Chairman may decline to answer any question, whether for non-compliance with the above guidance or otherwise. The Chairman may curtail any debate which is considered to be inappropriate or not constructive.
7. Subject to compliance with the above guidance, all individuals shall be treated equally and have fair access to the meeting.