

## Appendix 1

### 7 General questions by members at Panel meetings

(1) A member may, subject to sub-paragraphs (5), ask a general question of the Commissioner that is relevant to the affairs of the Commissioner.

(2) A general question asked under sub-paragraph (1) must not exceed 50 words in length and –

(a) must not relate to an individual case; and

(b) must not repeat or substantially repeat any question that has been asked and answered at a meeting of the Panel in the six months preceding the date of the meeting.

(3) Following the reply to a question put under sub-paragraph (1), the member who asked the question may ask a supplementary question of the Commissioner.

(4) A supplementary question under sub-paragraph (3)–

(a) must relate to the subject matter of the original question and answer; and

(b) must be fair and reasonable.

#### *Notice of questions*

(5) A member must give at least seven days' notice in writing to the Panel Scrutiny Officer, before the day of the Panel meeting, of a question to be put to the Commissioner. Upon receipt of a members question the Panel's Scrutiny Officer will forward the question to the Commissioner as soon as possible, in order that the Commissioner ordinarily receives at least five working days notice of a question to allow him to compile an appropriate answer. Urgent questions on matters arising in the seven days before a meeting may be put to the Commissioner at the discretion of the Chair.

(6) The Director of Legal and Democratic Services of the host Authority, or the officer delegated by him/her to carry out this task, shall draw up a list of questions, and may group together questions that relate to the same subject matter. If a question from a member substantially duplicates a question of which another member has already given notice, the Director of Legal and Democratic Services of the host authority may exclude the latter question after consulting the member who submitted it.

#### *Manner of answering questions*

(7) In accordance with this rule of procedure, a question and reply shall be put and answered without debate, but the Commissioner may decline to answer.

(8) Questions may be answered by –

(a) responding directly to the question put;

(b) referring the member to a publication of the Commissioner or the Police; or

(c) undertaking to provide a written answer for circulation to the members of the Panel.

*Absence of member*

(9) In the absence of a member who gave notice of a question, that question shall fall and shall not be answered.