

GUIDANCE FOR ASKING QUESTIONS AT COUNCIL MEETINGS

Who may ask questions at Council?

Any member of the public who is on the Register of Electors for North East Derbyshire District, who is a Council Tax Payers, a Non-Domestic Rate Payers or a 16 and 17 year old who lives or attends school in the District may submit a question to the Council. Questions may be submitted by organisations, but the same rules apply as they do to individuals.

Public questions can only be asked at an ordinary meeting of Council, so this guidance does not apply to extraordinary meetings of the Council if they are called, or to the Annual Council meeting in May.

How many questions can I submit?

You may only submit one question per meeting. Once you have received a reply to your question at the meeting, you may ask one supplementary question.

Who must my question be addressed to?

You must address your question to one of the members of the Cabinet. Each Cabinet Member has a different portfolio of responsibilities. To see the current list of Portfolio Holders [click here](#)

How do I submit a question for Council?

You must submit your question in writing or by email to the Monitoring Officer no later than midday, twelve clear working days before the day of the meeting. The deadline for each meeting in this municipal year are provided below.

You must provide your name and address and the name of the Executive Member (or their title) to whom your question is to be put.

What are the deadlines?

The following are the dates of the Council meetings for the municipal year 2024/25 municipal year and the deadlines by which questions must be submitted. Questions must be received by **12pm** on the following dates.

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Dates of Council Meetings

- Monday, 22 July 2024
Deadline date for receiving questions – Noon (12pm) on **Wednesday, 3 July 2024**
- Monday, 23 September 2024
Deadline date for receiving questions – Noon (12pm) on **Wednesday, 4 September 2024**
- Monday, 25 November 2024
Deadline date for receiving questions – Noon (12pm) on **Wednesday, 6 November 2024**
- Monday, 27 January 2025
Deadline date for receiving questions – Noon (12pm) on **Wednesday, 8 January 2025**
- Monday, 3 March 2025
Deadline date for receiving questions – Noon (12pm) on **Wednesday, 12 February 2025**
- Monday, 19 May 2025 – Annual (if an Ordinary Meeting of the Council is being held in addition to the Annual meeting)
Deadline date for receiving questions – Noon (12pm) on **Tuesday, 29 April 2025 ***

* **Earlier due to Bank Holidays**

Will my question be answered at the meeting?

A question will not be dealt with if it:

- is not about a matter the Council has responsibility for, or a matter which affects the District.
- is defamatory, frivolous or offensive
- is substantially the same as a question submitted in the last 6 months
- requires the disclosure of confidential information
- breaches any procedure rule
- relates to an item on the agenda for that meeting
- relates to a District Council planning application that is in the process of being determined.

If your question is rejected, you will be notified in writing giving the reasons.

Your question will not be dealt with at the meeting if you do not attend.

You will not necessarily receive an oral response at the meeting, see below on how questions may be answered.

Do I have to attend and read out my question?

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If you do not attend the meeting, your question will not be dealt with. You may not ask anyone else to attend on your behalf. You do not have to read your question in full as it will be printed in the agenda papers. The Chair will invite you to come to the lectern to read your question, however you may simply ask for a response to your question as it appears on the agenda if you prefer.

How will be question be answered?

If your question is accepted and you are present at the meeting to ask it, you will either receive an oral answer at the meeting or you will be provided with a written answer as soon as possible after the meeting. If the information is contained in a document that is publically available, you may be referred to that document.

Can I ask a follow up question?

You may ask one supplementary question, which must be brief and arise out of your original question or the response.

Questions and response are not open to debate.

Is there a time limit for public questions?

There is a limit of 15 minutes in total for the public question section of the meeting, however if there is only one questioner, there is a limit of **5 minutes**.

What should I do on the day of the meeting?

Please arrive at least 15 minutes before the start of the meeting so that you can be shown to the public gallery and where you will be invited to present the question from. You will be sent a copy of the agenda for the meeting about a week in advance. You are welcome to stay for the remainder of the meeting that is open to the public or you may leave after your question has been dealt with.

If you require any special assistance

Will I be recorded or videoed when presenting my question?

Council meetings are live streamed on You Tube from the Council's website. The meeting will also be recorded and can be viewed from the Council's website. Members of the public or journalists attending any public meetings may record the meeting, including any public questions.

How will my question and personal information be record?

Your name will be included in the agenda with your question, which will be publically available information. It will also be included in a log of questions submitted which is also open to the public.

Your address and contact details will not be given out but will be stored by the Governance Team at the Council for up to one year.

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How are the rules about public questions determined and where can I find them?

The procedure rules are part of the Council's Constitution. To see them [click here](#)

Who can I contact for more information?

For further information email: Governance@ne-derbyshire.gov.uk