

STOCKTON-ON-TEES BOROUGH COUNCIL

PUBLIC QUESTION TIME AT COUNCIL MEETINGS

The Council's Constitution allows members of the public to ask questions of Cabinet Members at ordinary meetings of the Council.

Questions must be received at least seven clear working days before the day of the meeting either in writing, by fax or by electronic mail. In certain circumstances the Mayor may allow questions at shorter notice.

Questions must include the name and address of the questioner and contact details and, if known, the name the Member to whom the question is to be put.

No person may submit more than two questions and no more than two questions may be asked on behalf of one organisation at any one meeting. A question may be rejected if it –

- is not about a matter for which the Council has a responsibility or which affects the Borough
- is defamatory, frivolous or offensive
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information

Questioners will be contacted to confirm whether their questions have been accepted or not.

At the meeting the Mayor will invite the questioner to put the question to the Member named. If a questioner is unable to be present, the Mayor can be asked to put the question on his/her behalf and arrange a written reply.

A questioner may ask one supplementary question without notice being given which must arise out of the original question or reply.

Any question which cannot be dealt with during public question time either because of lack of time or because of the non attendance of the Member to whom it was put or for other reasons will be dealt with by a written answer.

The total number of questions which may be asked and the length of time allowed for questions at each meeting is at the discretion of the Mayor.

Meetings of the Council are ordinarily held at 6pm in the Council Chamber, Town Hall, High Street, Stockton on Tees. Dates of Council Meetings and any further advice or information can be obtained from the Democratic Services Unit, telephone 01642 526193.

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Your Details	
Name:	
Address:	
Tel:	
Email:	

Your question(s)

Cabinet Member to whom the question is to be put, if known (please tick)	
Leader of the Council	<input type="checkbox"/>
Cabinet Member for Health, Leisure and Culture	<input type="checkbox"/>
Cabinet Member for Regeneration and Housing	<input type="checkbox"/>
Cabinet Member for Children and Young People	<input type="checkbox"/>
Cabinet Member for Adults Social Care	<input type="checkbox"/>
Cabinet for Access, Communities and Community Safety	<input type="checkbox"/>
Cabinet Member for Environment and Transport	<input type="checkbox"/>

Date of Council Meeting

This form must be returned to: Assistant Director of Administration Democratic and Electoral Service, Stockton-on-Tees Borough Council, P.O. Box 11, Municipal Buildings, Church Road, Stockton-on-Tees TS18 1LD or email democraticservices@stockton.gov.uk; and must be received at least 7 clear working days before the meeting at which the question is proposed to be considered.

Office use only				
Date received:			Initials:	
Accepted?	Yes	No	Questioner contacted	Date: Initials:
If no, reason for rejection				

