

QUESTIONS TO COUNCILLORS FROM MEMBERS OF THE PUBLIC

How do you ask a question at meetings of Council?

If you would like to put a question to Council, this must be received by Democratic Services by 5.00 p.m. at least six working days prior to a meeting of Council (for example, as the Council usually meets on a Wednesday, the deadline for receipt of a question will be 5.00 p.m. on the Monday the week before the meeting is due to be held).

The question must relate to a matter which affects the authority or residents of the authority's area and in relation to which the authority has powers, and must name the individual to whom it is addressed. A question must be concise and clearly worded and must not extend into a statement. The question must relate to a single proposition and may not contain more than one part.

Questions can be submitted:

- in writing to Democratic Services, Thurrock Council, Civic Offices, New Road, Grays Essex RM17 6SL; or
- by email to Direct.Democracy@thurrock.gov.uk

No member of the public may submit more than one question in total for any one meeting of Council or ask or submit questions on behalf of another member of the public.

Arrangements for the meeting:

Meetings of Council will start at 7.00 p.m. and are held in the Council Chamber at the Civic Offices, New Road, Grays.

You should make your way to the public gallery and be seated before the meeting starts.

If you have submitted a question to Council and then find that you are unable to attend the meeting, please contact Democratic Services on (01375) 652107 at your earliest opportunity.

Asking your question at Council:

The question you have submitted will be printed in the Agenda for the meeting.

At the appropriate part of the meeting, the Mayor will ask you to put your question to the Councillor you wish to provide an answer. You should then read out your question in full (as it is worded in the Agenda)

Please note that this is not an opportunity to make a speech or statement.

Questions shall be taken strictly in the order in which they have been received but if you are not present at the Meeting at the time the question is to be asked, it will not be put to the Councillor you have asked to provide an answer. However, if this is the case, the Councillor for whom your question was intended shall subsequently provide, or arrange to provide, a written answer.

Any answers that are provided in writing will be sent to you in the post or by e-mail.

Response to your question:

An answer may be given by the Councillor to whom the question was asked or such any other Councillor as he/she (or in his/her absence, the Leader of the Council) may consider appropriate.

The answer to your question may take the form of:

- an oral answer given at the meeting;
- a written answer provided at the Meeting to all Members present and to you;
- where a reply cannot conveniently be given at the Meeting, you may be advised that a written answer will be sent to you.

Supplementary questions:

After you have received an answer to your question, you may ask one supplementary question at the meeting. This should only be directed to the Councillor that your first question was asked.

The supplementary question must arise directly out of the original question or the reply that has been given and may only be asked by you as the original questioner. This must not extend into a statement.

In addition, you may also seek clarification of the answer that has been given to your original question from the Councillor that has given it.

Limit on time and number of questions:

The time allowed for answering all questions submitted by members of the public at a meeting of Council will not exceed 30 minutes.