

10. Executive Member and Council appointed representatives' reports

- 10.1 At each ordinary meeting of the Council, the Leader of the Council, the Deputy Leader of the Council and the Cabinet Secretary (Senior Executive Member) shall present a report to the Council. These reports will cover corporate, policy and strategic issues in their areas of responsibility.
- 10.2 On a twice a year basis, at an ordinary meeting of Council, consideration will be given to a report from the Council appointed representatives from the Combined Fire Authority. On an annual basis, the Chairman of the Council's Audit Committee will also present a report to Council on the work of that Committee.
- 10.3 Each Senior Executive Member, a nominated Fire Authority representative and the Chairman of Audit Committee will have a maximum of three minutes to present their report to the Council. The Mayor (or other person presiding) will then ask for questions and comments on each report. A period of not more than 25 minutes shall be allowed for oral questions or comments from members (including those from other Cabinet Members) on each report, at the expiry of which the persons set out above, shall be given a period of not more than 25 minutes to answer. The Senior Executive Members may also request additional information from the Cabinet Members within their areas of responsibility or for Cabinet Members to respond on their behalf within the ten minute period.
- 10.4 With regard to the Senior Executive Member reports, questions and comments should relate to any corporate, policy or strategic issue within their portfolio. Questions of a technical or purely operational nature may be disallowed by the Mayor, or the Senior Executive Member to whom such a question is directed may decline to answer or state that a written answer will be provided.
- 10.5 In deciding whether a question is technical or operational in nature, as opposed to a matter of general policy, the Mayor and members shall have regard to any guidance issued by the Monitoring Officer.
- 10.6 In connection with the Combined Fire Authority representative or the Chairman of the Audit Committee, questions will be permitted on any area of their reports or of their responsibility.
- 10.7 Should a member have a disclosable pecuniary interest or a prejudicial interest in a question or comment raised by another member during the course of the debate, then in accordance with Procedural Standing Order 21, they shall leave the room whilst any discussion takes place. Whilst they are out of the room, either the Senior Executive Member, nominated Fire Authority representative or the Chairman of Audit Committee (as appropriate) shall respond to that question/ comment immediately and the time taken deducted from the overall 25 minutes allocated to answer, as referred to in Procedural Standing Order 10.3 above. After this has taken place and the member with the interest has returned to their seat then the questions and comments shall continue in accordance with Procedural Standing Order 10.3.

The Senior Executive Member, nominated Fire Authority representative or the Chairman of Audit Committee (as appropriate) shall then respond to all other questions with the remaining time left.

- 10.8 No supplementary questions/ comments shall be permitted after the response has been given.
- 10.9 In the absence of a Senior Executive Member, the Leader of the Council will appoint another Executive Member to deliver the report and respond to questions/ comments.
- 10.10 A response may be given as set out in Procedural Standing Order 11.3.