

Procedural Standing Order – Revised Number 11

11. Executive Member and other Member reports to Council

- 11.1 At ordinary meetings of the Council, each Executive Member (i.e. the Leader of the Council, the Deputy Leader of the Council and each Cabinet Member) shall present a report to the Council. These reports will be concise and cover either corporate, policy or strategic issues or matters in the Executive Member's areas of responsibility on a themed basis. There will also be an opportunity for the Executive Member to make any announcements to Council during the presentation of the report.
- 11.2 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.
- 11.3 Each Executive Member and the nominated Fire Authority Representative 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 (including those from other Executive Members) with a maximum of three minutes per question / comment. The Mayor will permit answers to be given during the debate by the Executive Member/ Fire Authority Representative but may group these questions / comments to allow debate to flow. There will be no set overall maximum time for each report to be debated although the Mayor will decide when a suitable time has elapsed and move to the next report.
- 11.4 Questions and comments should relate to issues contained within the report and there will be an opportunity for general questions / comments on any matter within the Executive Member's portfolio / Combined Fire Authority issues at the end of the debate. There is no limit on the number of instances that a member may ask questions on the Executive Member / Fire Authority Representative's reports.
- 11.5 Questions of a technical or purely operational nature may be disallowed by the Mayor, or the Executive Member may decline to answer or state that a written answer will be provided. 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.
- 11.6 Once a question/ comment has been answered there may be follow up questions / comments but the Mayor may limit this, if it is considered to be hindering wider debate.
- 11.7 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 relevant Executive Member or nominated Fire Authority Representative shall

respond to that question or comment immediately. 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 11.3.

- 11.8 In the absence of an Executive Member, the Leader of the Council will appoint another Executive Member to deliver the report and respond to questions / comments and will notify the Mayor of this in advance of the meeting. The Fire Authority Representative nominated to present the report to Council will also be notified to the Mayor in advance of the meeting.
- 11.9 A response may be given by the Executive Member / Fire Authority Representative as follows:
- a direct oral answer
 - where the desired information is in a publication of the Council or other published work, a reference to that publication
 - where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.