

## CHILDREN'S SERVICES AND SAFEGUARDING COMMITTEE

## Public Question Time

The Overview and Scrutiny Committee (Children's Services and Safeguarding) will hold a Public Question Time as the first substantive item on agendas at each meeting.

Public Question Time shall be dealt with as follows:-

1. A total of 15 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Overview and Scrutiny Committee (Children's Services and Safeguarding), on matters that fall under the remit of the Committee.
2. Written notice of questions must be provided by 12 noon, 4 working days prior to the date of the meeting to the Committee Support Officer. At any one meeting, no person/organisation may submit more than one question.
3. Questions will be directed to the Chair of the Committee.
4. The Chair of the Committee will retain sole discretion as to the management of public speaking and questions, but normally a total period of 15 minutes will be permitted.
5. One supplementary question (relating to the original question) may be asked by the questioner.
6. Public Question Time is not intended for debate. Issues raised will be responded to either at the meeting or in writing at a later date.
7. The Chair may reject a question if it:
  - Is not about a matter for which the local authority 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 Committee in the past six months; or
  - Requires the disclosure of confidential or exempt information.