

# Asking Questions at Meetings

If you live in Leicestershire and feel strongly about something that concerns a County Council service or relates to an issue which the County Council may be able to help with, you can ask a question of the Chairman of a Scrutiny Committee, the Scrutiny Commission, or other appropriate body (e.g. the Development Control and Regulatory Board).

Your question should be relevant to a matter over which the body concerned has powers or duties.

(Please note that this procedure does not apply to meetings of the Cabinet or full Council.)

If you require this information in another version e.g. large print, or an alternative language, please telephone 0116 305 6037 or email: [democracy@leics.gov.uk](mailto:democracy@leics.gov.uk)

જો આપ આ માહિતી આપની ભાષામાં સમજવામાં થોડી મદદ ઇચ્છતાં હો તો 0116 305 6037 નંબર પર ફોન કરશો અને અમે આપને મદદ કરવા યત્ન કરીશું.

જેવર ત્રવાર્તું ઇસ નાતબારી તું સમજત હિસ ત્રસ મસત સારીલી વૈ ત્રાં વિરપા બરલે 0116 305 6037 નંબર કે ફોન કરે અઉ અસીં ત્રવાર્તી મસત સદી વિસે ત્રા પૂર્ષય બર સદાંગો।

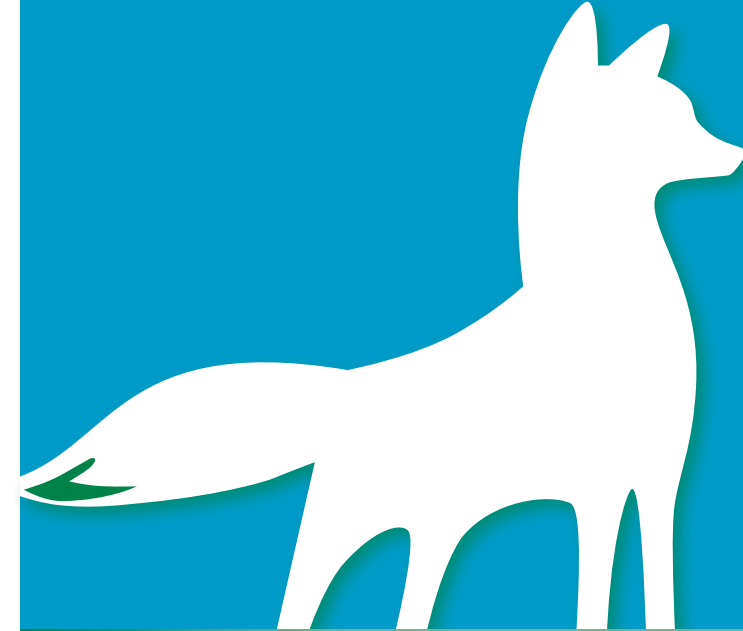
এই তথ্য নিজের ভাষায় বুঝার জন্য আপনার যদি কোন সাহায্যের প্রয়োজন হয়, তবে 0116 305 6037 এই নম্বরে ফোন করলে আমরা উপযুক্ত ব্যক্তির ব্যবস্থা করবো।

اگر آپ کو یہ معلومات سمجھنے میں کچھ مدد درکار ہے تو براہ مہربانی اس نمبر پر کال کریں اور ہم آپ کی مدد کے لئے کسی کا انتظام کر دیں گے۔ 0116 305 6037

假如閣下需要幫助，用你的語言去明白這些資訊，請致電 0116 305 6037，我們會安排有關人員為你提供幫助。

Jeżeli potrzebujesz pomocy w zrozumieniu tej informacji w Twoim języku, zadzwoń pod numer 0116 305 6037, a my Ci pomożemy.

# Asking Questions at Meetings



## How do I submit a question?

- The question must be submitted to the Chief Executive's Department (contact details opposite) 5 clear days before the meeting.
- **Questions must** be relevant to the function of the body concerned.
- **Questions must not** be offensive or defamatory; be substantially similar to a question which has already been put to a meeting within the preceding six months; require an answer which would disclose exempt or confidential information.

(If you are unable to attend a meeting, or you don't feel comfortable asking a question, you can ask your local County Councillor to submit a question on your behalf. Find your local Councillor on [www.leics.gov.uk](http://www.leics.gov.uk) or telephone: 0116 305 6002.)

## What happens at the meeting?

- Questions are taken at the beginning of the meeting and dealt with in the order they are received. The period allowed for putting and answering questions is limited to 10 minutes but this can be extended where the body concerned agrees.
- You must be at the meeting to ask a question, otherwise it will not receive attention.
- After the Chairman has replied to your question you may ask one supplementary question to clarify the reply. If your supplementary question raises new issues or is otherwise out of order it may not be answered.
- The questions or answers will not be debated. However a Member (County Councillor) of the body concerned can propose that the subject be considered further at another meeting. This would then be voted upon.

## After the meeting

- You will be given a written copy of the Chairman's answer shortly after the meeting. If the matter is to be debated at a future meeting you will be advised of the date of that meeting and of your rights to attend.

## How to contact us

For advice about asking questions or any other matters relating to meetings of County Council bodies, please speak to any of the Committee Officers in the Chief Executive's Department. They will be pleased to assist you.

**Telephone: 0116 305 6037**  
**Fax: 0116 305 6260**  
**Minicom: 0116 305 6160**  
**Email: [democracy@leics.gov.uk](mailto:democracy@leics.gov.uk)**

**Head of Democratic Services  
and Administration**  
**Chief Executive's Department**  
**County Hall**  
**Glenfield**  
**Leicestershire**  
**LE3 8RA**

If you have any queries or comments about the procedure please get in touch.

