**PUBLIC QUESTION TIME AT COUNCIL MEETINGS**

(Before completing this form please read the accompanying note carefully)

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| Your question (Please continue on a separate sheet if necessary) |
| Please indicate the Council meeting date that the question is to be considered ................................................................................................................................................................. |
|  This question will be put to the Chair of the Committee which is responsible for the particular function as set out in Part 3 of the Council’s Constitution. |
| Name  Address    Postcode Contact telephone number  |
|  E-mail address  Signed Date  *If under 16 years of age:**Name* *Address* *Signature of Parent or Guardian*   |
| For office use only |
| AcceptedBallot result  Attended Council Y / N Written response sent    Check by  |
| Rejected Reasons: Written response sent  Checked by |

**Hartlepool Borough Council**

**Public Questions at Council Meetings**

The Council’s Constitution states that during a period of 30 minutes, or a longer period at the discretion of the Chair, residents of Hartlepool may ask questions of Chairs of Committees at ordinary meetings of the Full Council in accordance with the Council’s Procedure Rules.

You can ask a question by completing an attached Public Question Time form.The completed form must bedelivered or sent by e-mail to the Managing Director no later than noon on the Thursday of the week before the meeting (or in the case of a meeting held on a day other than a Thursday, on the expiry of the fifth clear working day before the meeting). Alternatively, if you would prefer to send your question by e-mail, please send it to democratic.services@hartlepool.gov.uk

You must include the name and address of the questioner.

If the questioner is under 16 years of age, the notice must include the name, address and signature of the parent or guardian of the questioner.

At any one meeting no person may submit no more than two questions but a question may consist of a number of parts.

A question should fulfil the following criteria:-

 (i) The question should be concise (both in length and number of parts), direct and should be about a matter for which the local authority has a responsibility or which affects the borough;

  (ii) The question should not be the same as one asked at a meeting of the Full Council in the last six months (unless there has been a significant change in circumstances)

The Managing Director, in consultation with the Chair of the Council, may reject a question if

 (i) it is not about a matter for which the Authority has a responsibility or which affects the Borough; or

 (ii) it is out of order, illegal, irregular or improper; or

 (iii) it is defamatory, frivolous or offensive; or iv) it is substantially the same as a question which has been put at a meeting of the Council in the past six months and since when there has been no change of circumstances justifying the resubmission of the question ; or

 (v) it requires the disclosure of confidential or exempt information; or

 (vi) it is unreasonably excessive because of its length or its number of parts.

Copies of all questions will be circulated to all councillors and will be made available at the meeting. At the Council meeting the question will be put by the Managing Director to the appropriate Committee Chair. Once the question has been responded to, a questioner may ask up to two supplementary questions without notice for clarification purposes only. The supplementary question(s) must arise directly from the original question or reply.

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the appropriate Chair, will be dealt with by way of a written answer.

Council meetings are usually held at 7.00 pm in the Council Chamber, Civic Centre, Victoria Road, Hartlepool. Dates of Council Meetings and any further information can be obtained from the Democratic Services Team on 01429 284307 or from the Council’s website at www.hartlepool.gov.uk