

Public Question Time

Any member of the public, being resident in, or a registered local government elector for Suffolk may put a question at meetings of the following committees:

- Audit Committee
- Education and Children's Services Scrutiny Committee
- Health Scrutiny Committee
- Scrutiny Committee
- Suffolk Health and Wellbeing Board
- Suffolk Pension Fund Committee
- Suffolk Police and Crime Panel

What is the deadline for applying to speak?

Questions must be received, in writing, by no later than midnight on the third working day before the meeting (meeting dates can be viewed on the SCC website: www.suffolk.gov.uk/council-meeting-dates/).

How long does a Public Question Time Session last?

20 minutes will be set aside for public questions. Questions will be taken in the order that they were received, unless the Chairman considers there is a more appropriate place on the agenda for them to be taken. If 20 minutes proves insufficient time to deal with all the questions received, the Chairman will decide whether to extend the time or call a halt to Question Time.

What can I ask about?

Your question must be about a substantive item on the agenda for the meeting you are attending. It must not be defamatory or offensive or require the Council to disclose confidential information.

If your question is essentially the same as one that has been answered at a Public Questions session during the previous six months, the Committee will not take it again but will send you a copy of the earlier answer.

How will my question be answered?

Each question will be answered by the most appropriate person at the meeting. That may be a councillor, an officer, or a representative from a partner organisation.

How many questions can I ask?

Each person can only ask one question. If you are attending the meeting, you may also ask one supplementary question, arising directly from the answer to your original question.

There is a time limit of up to a maximum of one minute for each question and three minutes for the respective answer.

What will happen during Public Question Time?

When the Public Questions item on the agenda is reached, the Chairman will refer to each question in order. The Chairman will invite each questioner in turn to sit at a microphone. When it is your turn the Chairman will invite you to read out your question. The answer will then be given.

The Chairman will then ask you if you wish to put a supplementary question, reminding you that it must arise from the answer you have received. When asking a supplementary question, you may only ask a question and not make a statement. If you make a statement or ask an inappropriate question, the Chairman may interrupt you accordingly.

If the relevant information is not at hand to answer your supplementary question adequately, a written answer may be provided. The written answer will be sent to you after the meeting.

Priority will be given to those who have come to the meeting. Where a questioner does not attend the meeting, no supplementary question can be asked.

What will happen after Public Question Time?

After Public Question Time, you may stay for the remainder of the meeting or leave, as you wish.

A note of the issues raised will be made and will form a distinct part of the minutes of the meeting. The minutes will provide a brief outline of the issues raised and identify the speakers. The unconfirmed minutes will be available no later than five working days before the next meeting of the Committee.

Where are the meetings held?

Most of the meetings are held at Endeavour House, Ipswich, where there are arrangements for people with mobility difficulties. If a meeting is held away from Endeavour House, every effort is made to ensure that it is accessible to all. Most meetings are open to the public, and there is an area of seating for people wishing to observe the meeting.

Fire and safety considerations determine the seating capacity of the public area and when a particular proposal attracts considerable interest, if possible, alternative arrangements will be made to accommodate those wishing to listen to the proceedings. If the Committee considers confidential information, the public and press will be asked to leave for that part of the meeting.

What time should I arrive?

Please try to arrive about 15 minutes before the meeting, so that we can explain the seating arrangements and use of the microphones. If you have a disability which you think may affect the seating arrangements or give rise to any special requirements, please let us know as soon as possible in advance of the meeting (see below for contact details). We can also provide information about disabled parking facilities.

How do I register to take part in a Public Participation Session?

Your application, in writing, must be received by no later than midnight on the third working day before the meeting.

Register your place using the online form: <https://forms.office.com/r/fpFYjvkqTP>

Or send your application (including the wording of your question and which meeting you wish it to be considered at) to:

Email: committee.services@suffolk.gov.uk; or

Address: Democratic Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX

Please make sure you state clearly:

- Your name, address, and telephone number.
- The subject matter you wish to raise.
- If appropriate, the name of any organisation you represent.

If you have any queries, or need any assistance to participate in the meeting, please telephone Democratic Services on 01473 265119.