

Questions by the public at the Health and Wellbeing Board

Approved by Council 15 October 2018

1. How to ask a question

A question must be put in writing and in advance:

a) **2 working days' notice** of the question is given in writing to the Assistant Director of Governance (Democratic & Regulatory Services) by contacting committees@norfolk.gov.uk; e.g. **no later than 9:00am on the Monday** preceding the Health and Wellbeing Board meeting on a Wednesday

Or

b) If the question relates to **urgent matters**, and it has **the consent of the Chair** to whom the question is to be put, and the content of the question is given to the Assistant Director of Governance (Democratic & Regulatory Services) **by 4pm on the day before the meeting** by contacting committees@norfolk.gov.uk;

2. Who may ask a question and about what

A person resident in Norfolk, or who is a non-domestic ratepayer in Norfolk, or who pays Council Tax in Norfolk, may ask at a public meeting of the Health and Wellbeing Board through the Chair any question within the terms of reference of the Health and Wellbeing Board about a matter for which the Board has collective responsibility or particularly affects the Board. This does not include questions for individual Board members where responsibility for the matter sits with the individual organisation.

3. Rules about questions

a) **Number of questions** - At any public Health and Wellbeing Board meeting, the number of questions which can be asked will be limited to one question per person plus a supplementary. No more than one question plus a supplementary may be asked on behalf of any one organisation. No person shall be entitled to ask in total under this provision more than one question, and a supplementary, to the Health and Wellbeing Board in any six month period.

b) **Other restrictions** - Questions are subject to a **maximum word limit** of 110 words. Questions that are in excess of 110 words will be disqualified. **The total time for public questions will be limited to 15 minutes.** Questions will be put in the order in which they are received

c) **Supplementary questions** - One supplementary question may be asked without notice and should be brief (fewer than 75 words and take less than 20 seconds to put). It should relate directly to the original question or the reply. The Chair may reject any supplementary question s/he does not consider compliant with this requirement.

4. Response

The Chair shall exercise his/her discretion as to the response given to the question and any supplementary.

Not attending - If the person asking the question indicates they will not be attending the Board meeting, a written response will simply be sent to the questioner.

Attending - If the person asking the question has indicated they will attend, response to the questions will be made available at the start of the meeting and copies of the questions and answers will be available to all in attendance. The responses to questions will not be read out at the meeting.

Supplementary question - The Chair may give an oral response to a supplementary question or may require another Member of the Board or Officer in attendance to answer it. If

an oral answer cannot be conveniently given, a written response will be sent to the questioner **within seven working days** of the meeting.

Written response - If the person who has given notice of the question is not present at the meeting or if any questions remain unanswered within the 15 minutes allowed for questions, a written response will be sent **within seven working days** of the meeting.

5. Rejection of a question

The Assistant Director of Governance (Democratic & Regulatory Services) may reject a question if it:

(a) Is not about a matter for which the Board has collective responsibility or particularly affects the Board;

(b) Is defamatory, frivolous or offensive or has been the subject of a similar question in the last 6 months or the same as one already submitted under this provision;

(c) Requires the disclosure of confidential or exempt information, as defined in the Council's Access to Information Procedure Rules