

Asking questions at Meetings

If you live, work or study in Carlisle and feel strongly about something that concerns a City Council service or relates to an issue which the City Council may be able to help with, you can ask a question of the Leader of the Council or any other member of the Executive at meetings of the Executive or at ordinary meetings of the Council and questions of the chairman of any committee, sub-committee, panel or working group at meetings of that body.

Your question should be relevant to a matter which the Council has a responsibility or which affects the district.

How do I submit a question?

The question must be submitted to the Assistant Director (Governance) (contact details below) no later than midday 7 clear days before the day of the meeting. Each question must give the name and address of the questioner and must, if the questioner wishes the question to be answered by a specific named member, name that member of the Council to whom it is to be put. If the questioner does not name a specific member, then the question will be answered by the Leader or a member of the Executive or by the chairman of the relevant committee, sub-committee, panel or working group.

Questions must

Be relevant to the function of the body concerned

A Question may be rejected by the Assistant Director (Governance) if it

is not about a matter for which the Council has a responsibility or which affects the district;

is defamatory, frivolous or offensive;

is substantially the same as a question which has been put at a meeting of the Council, or relevant committee, sub-committee, panel or working group in the past six months; or

requires the disclosure of confidential or exempt information

What happens at the meeting?

Questions are taken at the beginning of the meeting and are dealt with in the order they are received, except that the chairman or person presiding the meeting may group together similar questions.

The chairman will invite the questioner to ask the question. If a questioner who has submitted a written question is unable to be present, they may ask the chairman to ask the question on their behalf.

A questioner who has asked a question in person may also ask one supplementary question. The supplementary question must arise directly out of the original question or the reply.

The question or answers will not be debated. However a Member may move that a matter raised by a question be referred to the Executive or appropriate committee, sub-committee, panel or working group.

How to contact us

For advice about asking questions or any other matters relating to meetings of the City Council bodies, please speak to any of the Committee Services Section. They will be pleased to assist you.

Telephone: 01228 810036

Fax: 01228 817048

Email: Committeeservices@carlisle.gov.uk

Assistant Director (Governance)

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