



## Public Questions Protocol

### 1. Purpose

- 1.1 The annual general meeting of the Business Board is open to the public to attend to ensure the communities that it represents can understand and influence the economic plans for the area.
- 1.2 In line with general practice of public meetings, members of the public are invited to present questions to the Business Board at the annual general meeting. This standard protocol is to be observed.

### 2. Public Questions Protocol

#### 2.1 Notice

- 2.1.1 A question may only be asked if it has been submitted in writing or by electronic mail to the Deputy Monitoring Officer of the Cambridgeshire and Peterborough Combined Authority (Rochelle.Tapping@cambridgeshirepeterborough-ca.gov.uk) no later than midday on Wednesday 3<sup>rd</sup> November 2020 (three working days before the day of the meeting).
- 2.1.2 Each question must give the name and address and contact details of the questioner, the name of the organisation if the question is being asked on their behalf, and details of the question to be asked.
- 2.1.3 No person may submit more than one question.
- 2.1.4 If the Deputy Monitoring Officer considers a question:
  - (i) is not about a matter for which the Business Board has a responsibility, or which affects its area;
  - (ii) is illegal, improper, defamatory, frivolous or offensive including if it makes unfair claims about members of the Business Board or Business Board officers; or
  - (iii) requires the disclosure of confidential or exempt information,she will inform the Chair, who will then decide whether or not to reject the question.
- 2.1.5 The Deputy Monitoring Officer shall record the question. Rejected questions will be recorded including the reasons for rejection.

## 2.2 Procedure at the Meeting

- 2.2.1 Questions will be read out by an officer on behalf of the questioner unless the questioner requests to temporarily join the virtual meeting to ask his or her question. If the questioner is joining the meeting, the he or she will be provided with access information on the day of the meeting.
- 2.2.2 The Chair will invite the question to be put to the Business Board. Up to two minutes are allowed for putting the question. If a questioner who has submitted a written question is unable to be present, they can ask for a written response. No debate will be allowed on the question or response.
- 2.2.2 The Chair will deal with the question or statement, or request that an appropriate member or officer reply orally. If this is not possible, the member of the public will be provided with a written answer using the contact details provided.
- 2.2.3 Unless due to time shortage and the need to answer other questions means there is insufficient time for supplementary questions, a questioner may also put one supplementary question without notice to the member or officer who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply and must not introduce new material. One minute is allowed for putting the supplementary question.
- 2.2.4 Up to two minutes are allowed for answering a question or supplementary question. Any question which cannot be dealt with because of lack of time will be dealt with by a written answer.
- 2.2.5 The total time allocated for questions by the public and Members shall normally be limited to a maximum of 30 minutes, but the Chair shall have the discretion to add a further 15 minutes.
- 2.2.6 Questions will be taken at the meeting in the order in which they were received.
- 2.2.7 Written answers will be provided after the meeting to the person who submitted the question. Copies of all questions will be circulated to all Business Board members. Questions and answers will be published on the Business Board website.