

Item 4, Public Question Time

When?

Public Question Time will be at the beginning of each meeting, immediately after the Minutes of any previous meeting have been agreed, and will be limited to a maximum of 15 minutes of questions and answers in total.

What?

- Only questions will be allowed and these must relate to the business of the Authority
- Any questioner will be limited to two minutes maximum speaking time
- Supplementary questions will only be allowed for purposes of clarifying an earlier answer
- If answers cannot be provided on the day a reply in writing will be offered

How?

Any questions must be delivered in writing to the Director of Corporate Services at least two clear working days before the meeting. The Chair will then call questioners at the meeting in the order questions were received.

Answers to questions will normally be given by the Chair.

Exclusions?

No question relating to an individual recipient of services will be allowed, as appropriate alternative channels exist for such inquiries.

The opportunity to ask questions under this scheme does not apply to staff or their representatives, since other mechanisms are available.

No questions can be accepted which relate to matters which would normally be dealt with in private session because they relate to exempt information, for example:-

- Legal actions
- Financial and business affairs of other organisations
- Individual members of staff
- Trade Union negotiations

No questions can be accepted where there is a statutory procedure in place for public consultation, for example:-

- Development control matters
- Traffic regulation orders
- Public rights of way orders, etc

Notice of questions should be sent to :

Director of Corporate Services, National Park Office, Old Vicarage, Bondgate, Helmsley, YO62 5BP. Tel: 01439 772700.