

Protocol relating to the Review of Executive and Scrutiny Functions at Full Council Meetings

1. An item shall be included on the agenda for every ordinary Council meeting to facilitate the review of both the Executive and Scrutiny functions of the Council's work. Up to 1 hour shall be allocated for this at every meeting.
2. The process of reviewing the work of the Executive shall combine the presentation of a number of reports on the Cabinet's work during the committee cycle by the Leader of the Council and up to three other Cabinet Portfolio Holders and questions from other members.
3. No presentation shall normally exceed 5 minutes and after making their presentations, the Leader and Portfolio Holders will reply to member's questions.
4. All questions shall be submitted in writing to the Chief Executive / Head of Democratic Services at least 2 working days before the Council meeting. A list of all such questions received before the deadline shall be tabled before the start of each meeting.
5. Oral replies will be given to all or as many of these questions as possible, including supplementaries, in the time allocated.
6. Each questioner shall be entitled to ask one supplementary question without notice.
7. If any question remains unanswered after 40 minutes duration, the Speaker shall determine whether the questioner would prefer to defer consideration to the next meeting or receive a written reply.
8. Questions to the Scrutiny Chairs will also be proceeded by the presentation of a brief report on the work of the Scrutiny Committees over the committee cycle by the Chair of the Overview and Scrutiny Committee. This shall not normally exceed 5 minutes duration.
9. Again, all questions must be in writing and received by the Chief Executive / Head of Democratic Services no later than 2 working days prior to the Council meeting. A list of all questions received before the deadline shall be tabled before the start of each Council meeting.
10. Oral replies will be given to as many questions as possible, including supplementaries, in the time allocated.
11. Each questioner will be entitled to ask 1 supplementary question without notice.

APPENDIX 1

12. If any question remains unanswered after 20 minutes duration, the Speaker shall determine whether the questioner would prefer to the defer consideration to the next meeting or receive a written reply.
13. This procedure shall replace that set out in paragraph 2.6 of the Executive Procedure Rule contained within the Council's Constitution and relating to the annual scrutiny of the work of the Executive and Scrutiny functions of the Council.