

SCRUTINY PROCEDURE RULES 10 (3) AND 10 (4)

- (3) Any member of the public may request that an item relevant to the remit of a Scrutiny Committee may be placed on its agenda. A formal request will need to be submitted to the Council's Democratic Services Unit by 10 a.m. 7 clear working days before the date of the Committee meeting (i.e. clear days does not include the day the request is received or the day of the meeting). This will outline the nature of the item and why it should be considered at a Scrutiny Committee. The person submitting the request will be entitled to present this case in person. This request will be considered by the Scrutiny Committee at its next available meeting. The Committee will then decide whether the request is approved and included on a future agenda of a Committee or whether to reject the request. Feedback on the committee's decision regarding the request and the outcome of any scrutiny debate will be conveyed to the person submitting the request.
- (4) Any member of the public, if they are residents of the County, own a business located within the County or are employed within the County, may ask questions of the Scrutiny Committee at its ordinary meetings subject to notice of the question having been given by delivering it in writing or by electronic mail to the Council's Democratic Services Unit by 10 a.m. 7 clear working days before the date of the Committee meeting (i.e. clear days does not include the day the question is received or the day of the meeting) and the question being about a matter for which the County Council has a responsibility or which affects the County and being within the remit of the Committee. Each question must give the name and address of the questioner. The Chair will invite the questioner to put the question to the Committee. If the questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf, in which case the Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner that the question will not be dealt with.