



ASKING QUESTIONS AT MEETINGS OF CUMBRIA POLICE AUTHORITY

Questions can only be considered if they are on a matter which is within the powers and duties of the Authority. They must be submitted in writing to the Police Authority's Chief Executive at least **three clear working days before** the date of the meeting. All questions submitted must include the questioner's full name and postal address. No person may submit more than one question for any one meeting.

The written questions will be asked near the start of the meeting.

During the meeting a maximum of 20 minutes is allowed for all questions. If more than one question has been submitted they will be put in the order in which they were received. No questions shall be put more than 20 minutes after the commencement of the period allowed for questions unless doing so is agreed by the meeting.

All questions will be directed to the Chair who may reply orally at the meeting, in writing after the meeting or may decline to reply. With the agreement of the person asking the question the answer need not be read out at the meeting.

If the questioner is not present at the meeting the Chair shall decide whether or not the question and answer will be read out. Any questions not responded to at the meeting due to lack of time will receive a written response which will be copied to all Members.

A member of the public who has put a written question may, with the consent of the Chair, ask one additional oral question on the same subject. In responding to an additional oral question the Chair may either give a direct oral answer, a written answer to the questioner (which will also be circulated to all Members of the Authority) or may decline to reply. There will be no discussion or debate on any question put by a member of the public or on the Chair's reply.

Written questions, and additional oral questions, may be rejected and/or not answered when the Chair considers that they –

- are not on any matter which is within the powers and duties of the Authority;
- relate to an operational matter, in which case they will be referred to the Chief Constable for a written response;
- are defamatory, frivolous or offensive;
- are substantially the same as a question which has been put to a meeting of the Authority in the past six months;
- would require the disclosure of exempt or confidential information; or
- the person submitting the question is not resident within the Police Authority's area.

The Chair will specify the reason for rejecting a question or not providing an answer to it.

A copy of all questions and written answers will be circulated at the meeting and appended to the Minutes of the meeting. Additional oral questions and answers will not be appended to the Minutes of the meeting.