

Appendix 2

Standing Orders – Council Meetings

A13. Questions by Members

A13.8 Responses

An answer to a question or a supplementary question may take the form of:

- (i) a direct oral answer; or
- (ii) where the desired information is in a publication of the Council or other published work, a reference to that publication; ~~or~~
- ~~(iii) —~~ Where the member to whom the question was asked is either absent and no other Member is able to respond, the question will be referred to the next meeting where the member is present. If the member asking the questions wishes a response prior to the next meeting, they may request a written answer from the member concerned.

Where a written response has been prepared by officers, the Governance Support Manager will make arrangements for these to be included on the Council's website as soon as practicable after the meeting at which the question was asked. ~~or considers that a reply cannot conveniently be given orally (or where the person asking the question so requests (even if an oral answer has already been given)), a written answer will be circulated later to all members of the Council within 15 clear working days. (NB. Recordings of all Council meetings are available from the Governance Support Team on request.)~~