

Warwickshire Police and Crime Panel Public Question Time Scheme

General

The Chair of the Warwickshire Police and Crime Panel has the power to manage the Public Question Time session and has the discretion to reject any question which:

- (i) has already been answered;
- (ii) is not relevant to the business of the Panel or the Police and Crime Commissioner; or
- (iii) he/she considers unsuitable.

Where a number of members of a particular organisation wish to ask questions on related matters, the Chair may limit the number of questioners as he/she considers appropriate.

The Public Question Time session shall be limited to thirty minutes.

Eligibility

Any member of the public who is resident or working in Warwickshire may put a question to the Panel. The questions:

- (i) must relate to the Panel's roles and responsibilities;
- (ii) must not be substantially the same question put to the meeting of the Panel within the previous six months;
- (iii) must not be defamatory, frivolous, vexatious or offensive;
- (iv) must not require the disclosure of confidential or exempt information; and
- (v) must not refer to any matter of a individual grievance or personal issue.

Any member of the public who is resident or working in Warwickshire may put a question to the Police and Crime Commissioner. The questions:

- (i) must relate to the role, responsibility and statutory powers of the Police and Crime Commissioner;
- (ii) must not be substantially the same question put to the meeting of the Panel within the previous six months;
- (iii) must not be defamatory, frivolous, vexatious or offensive;
- (iv) must not require the disclosure of confidential or exempt information; and
- (v) must not refer to any matter of a individual grievance or personal issue.

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Submission of Questions to the Police and Crime Panel and/or the Police and Crime Commissioner

The following procedure shall apply to the submission of questions to the Police and Crime Panel and/or the Police and Crime Commissioner:

- (i) Questions should be notified in writing and received by Democratic Services at least **3 working days** before the meeting.
- (ii) The questioner may ask a maximum of two questions.
- (iii) Each questioner shall have a maximum of three minutes to speak.
- (iv) Each question must give the name and address of the questioner and the name and date of the meeting to which it is to be put.
- (v) Democratic Services will record each question received and will immediately send or give a copy of the question to the Chair and/or the Police and Crime Commissioner and/or any other person to whom the question is likely to be put.
- (vi) Exceptionally the Chair, in consultation with Democratic Services, may accept questions notified at least fifteen minutes before the start of the meeting.

Procedure at the meeting

The following procedure shall apply to the consideration of public questions at meetings of the Police and Crime Panel:

- (i) The Chair will take the questions in the order he/she considers most appropriate.
- (ii) The questioner will be invited to ask the question.
- (iii) The Chair or the relevant person present will reply.
- (iv) The questioner may ask one supplementary question.
- (v) Any supplementary question must arise directly out of the original question or the reply and must not be interpreted as allowing a debate of either the question or the reply.
- (vi) Questions and answers given at the meeting will be recorded in the minutes of the meeting.

Absence of Questioner

In the absence of the questioner, the Chair has discretion over how to deal with the question and may put the question him/herself to the meeting.

Form of Answers

Answers may take the form of either a direct oral answer or reference to a publication. Where an oral answer cannot immediately be given, a written answer may be given to the questioner as soon as practicable following the meeting.

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Any question which cannot be dealt with during public question time, either because of lack of time or absence of the appropriate person, will be dealt with by a written answer.

All written answers given following the meeting will be circulated to all members of the body and, unless the contents would involve disclosure of exempt or confidential information, shall normally be made public.