

<b>Board/Committee:</b>	Policy and Organisation Board
<b>Date of meeting:</b>	20 July 2021
<b>Title:</b>	Recording of Questions at Council
<b>Author:</b>	Borough Solicitor and Monitoring Officer
<b>Status:</b>	FOR CONSIDERATION

### **Purpose**

At the Full Council meeting on the 19 May 2021 Members requested that consideration be given as to whether the verbal response to any Members Questions under Standing Order 4.8 of the Council's Standing Orders and any supplementary questions and the verbal responses to the supplementary questions be minuted.

### **Recommendation**

**That the Board consider whether the verbal response to any Members Questions under Standing Order 4.8 of the Council's Standing Orders and any supplementary questions and the verbal responses to the supplementary questions be minuted.**

<b>1.0</b>	<b>Background</b>
<b>1.1</b>	At the meeting of the Council on the 19 May 2021 Members did not sign the minutes of the meeting of as a true and correct record as they wished for the responses to the verbal questions and any supplementary questions and their responses to be minuted.
<b>1.2</b>	It was agreed that the matter be referred to the Policy and Organisation Board for further consideration by Members.
<b>2.0</b>	<b>Report</b>
<b>2.1</b>	At meetings of the Full Council elected Members can submit questions under standing order 4.8. One day's advance notice of a question is required.
<b>2.2</b>	The minutes record all those written questions submitted in advance. The responses to the questions, or any supplementary questions and responses to them are not minuted.
<b>2.3</b>	It has never been convention to record the responses to Members questions or any supplementary questions and the responses to them at a Council meeting.
<b>2.4</b>	The minutes of other local councils that do not broadcast their meetings live were looked at. Fareham Borough Council and Havant Borough

	Council minute the responses to the question asked. The minutes of the meetings of Eastleigh Borough Council simply state that a response was given, in line with the approach currently taken by Gosport Borough Council.
<b>2.5</b>	None of the comparable local councils minute supplementary questions or the responses to them.
<b>3.0</b>	<b>Conclusion</b>
<b>3.1</b>	Should Members wish to see a change to the current convention on minuting questions this would be an agreed change of convention.

<b>Financial Services comments:</b>	
<b>Legal Services comments:</b>	Contained within the report.
<b>Equality and Diversity:</b>	
<b>Climate Change implications:</b>	
<b>Crime and Disorder:</b>	
<b>Service Improvement Plan implications:</b>	
<b>Corporate Plan:</b>	
<b>Risk Assessment:</b>	
<b>Background Papers:</b>	<i>Cabinet Office Guidance on Minute taking.</i>
<b>Appendices:</b>	
<b>Report Author/Lead Officer:</b>	<i>Paul Grant, Borough Solicitor and Monitoring Officer</i>