

Questions by the public at the Norfolk and Waveney Integrated Care Partnership

To be agreed by members of the Integrated Care Partnership on 21 July 2022

1. How to ask a question

Public questions can be asked at ICP meetings, and they must be made in advance and put in writing.

- a) **Two working days notice of a question is required before the meeting. Written questions should be sent to the Chair, at norfolkandwaveneyicp@norfolk.gov.uk, e.g. no later than 9:00am on the Monday preceding the Integrated Care Partnership meeting on a Wednesday.**
- b) If the question relates to **urgent matters**, and it has the **consent of the Chair** to whom the question is to be put, this should be sent to norfolkandwaveneyicp@norfolk.gov.uk **by 4pm on the day before the meeting.**

2. Who may ask a question

A person resident in Norfolk and Waveney, or who is a non-domestic ratepayer in Norfolk and Waveney, or who pays Council Tax in Norfolk and Waveney, may ask at a public meeting of the ICP through the Chair any question within the terms of reference of the ICP about a matter for which the ICP has collective responsibility or particularly affects the ICP. This does not include questions for individual ICP members where responsibility for the matter sits with the individual organisation.

3. Rules about questions:

- a) **Number of questions** – At any public ICP meeting, the number of questions which can be asked will be limited to one question per person plus a supplementary. No more than one question plus a supplementary may be asked on behalf of any one organisation. No person shall be entitled to ask in total under this provision more than one question, and a supplementary, to the ICP in any six-month period.
- b) **Other restrictions** – Questions are subject to a maximum word limit of 110 words. Questions that are in excess of 110 words will be disqualified. The total time for public questions will be limited to 15 minutes. Questions will be put in the order in which they are received.
- c) **Supplementary questions** – One supplementary question may be asked without notice and should be brief (fewer than 75 words and take less than 20 seconds to put). It should relate directly to the original question or the reply. The Chair may reject any supplementary question s/he does not consider compliant with this requirement.

4. Rules about responses:

The Chair shall exercise his/her discretion as to the response given to the question and any supplementary.

Not attending – If the person asking the question indicates they will not be attending the ICP meeting, a written response will be sent to the questioner.

Attending – If the person asking the question has indicated they will attend, response to the questions will be made available at the start of the meeting and copies of the questions and answers will be available to all in attendance. The responses to questions will not be read out at the meeting.

Supplementary questions – The Chair may give an oral response to a supplementary question or may require another Member of the ICP or Officer in attendance to answer it. If an oral answer cannot be conveniently given, a written response will be sent to the questioner within seven working days of the meeting.

Written response – If the person who has given notice of the question is not present at the meeting, or if any questions remain unanswered within the 15 minutes allowed for questions, a written response will be sent within seven working days of the meeting.

5. Rejection of a question:

A question may be rejected if it:

- a) Is not about a matter for which the ICP has collective responsibility or particularly affects the ICP;
- b) Is defamatory, frivolous, or offensive or has been the subject of a similar question in the last six months or the same as one already submitted under this provision;
- c) Requires the disclosure of confidential or exempt information, as defined in the Access to Information Procedure Rules.