

Policy for Public Questions to the SELEP Accountability Board

South East Local Enterprise Partnership (SELEP)

Version: agreed 29th June 2018

1.1. General

The SELEP welcomes public interest in its business. Its formal meetings are open to the public, unless confidential business is being discussed, and the papers are published on the [SELEP website](#), as well as the [Accountable Body's \(Essex County Council\) website](#).

The SELEP welcomes public engagement and has therefore adopted the following procedure for public speaking at Accountability Board meetings.

At the start of every Ordinary meeting of the Accountability Board there shall be a period of up to 15 minutes to enable members of the public to make representations.

1.2 Notice of questions

A question may be asked under this procedure only if it has been sent to the Managing Director of the South East LEP by email at:

adam.bryan@southeastlep.com

For questions relating to any SELEP business, the question will be placed before the next Accountability Board meeting, provided that it has been submitted no later than 14 days prior to that meeting. If not then it will be placed before the next available meeting thereafter.

For questions relating to an item on the Accountability Board Agenda, the question must be submitted by no later than 10.30am on the Monday before the meeting.

A question may be given by post if you do not have access to email by writing to:

Managing Director
South East Local Enterprise Partnership
PO Box 11
County Hall
Chelmsford
Essex
CM1 1LX

Written statements and documents including photographs may not be circulated at the meeting.

1.3 Number of questions

Only one speaker will be permitted to speak on behalf of an organisation. No person may ask more than one question at any meeting and there will be no opportunity for asking a supplementary question.

1.4 Order of questions

Questions will normally be dealt with in the order in which notice of them is received, except that the Chair may group together similar questions.

Any question must be asked within a 3-minute time limit.

1.5 Scope of questions

The Chair may reject a question if it:

- a) is not about a matter for which the Accountable Body has powers or duties;
- b) is defamatory, frivolous, vexatious or offensive;
- c) is substantially the same as a question put to a meeting in the previous six months;
- d) will require the disclosure of confidential or exempt information; or
- e) is already subject to separate appeal, adjudication, litigation, mediation or dispute resolution.

The Chair may disallow or terminate any public participation which discloses confidential or exempt information or is inappropriate, abusive, indecent, discriminatory, frivolous, irrelevant or otherwise unacceptable.

1.6 Notification of rejected questions

Notification of rejected questions will be given at the earliest opportunity in the written form in which they were received and include reasons for rejection in accordance with 1.5 above.

1.7 Question paper

The Secretariat shall circulate prior to the meeting a copy of the question(s) submitted by members of the public to those present.

1.8 Asking a question at the meeting

On arrival and before the start of the meeting speakers should register with the member of staff collecting names specifying the agenda item they wish to speak on and the nature of their interest in the matter. The member of staff will explain what will happen and show speakers to the public seating area.

The member of staff will supply a list of speakers and suggested order of speaking to the Chair at the start of the meeting.

Accountability Board Chair

The Chair will invite the speaker formally to put the question to the meeting. If the questioner is unable to be present a written answer will be provided in written form in which the question was received within 10 working days of the closure of the meeting.

1.9 Response

Responses will be given immediately after the question has been put to the meeting unless the Chair determines that it will be given as part of the consideration of the relevant Agenda item. The response will usually be given by the relevant Accountability Board Member or the Chair of the meeting.

There will be no opportunity for asking a supplementary question.

1.10 Withdrawal of question



Any question may be withdrawn by the person submitting it at any time.

1.11 Questions not dealt with in the time allotted

Any question of which proper notice has been given but which is not dealt with in the allotted time of 15 minutes will not be held over to the next meeting: after the meeting a written response will be given in the form in which the question was received.

1.12 Public Misconduct

If a member of the public interrupts a meeting or otherwise behaves irregularly, improperly or offensively, the Chair may request that he leave the room or order that he is removed. In the event of a general disturbance, the Chair may suspend the meeting or direct that the public be excluded from it. No one so removed or excluded will be permitted to return to the meeting.

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