

Protocol for Public Questions for Heywood Middleton and Rochdale Locality Board

Heywood, Middleton and Rochdale Locality Board is a meeting held in public, which members of the public are able to attend.

There will not be opportunity for members of the public to directly address the board, questions must be submitted in advance.

Officers may be in attendance within the public area which the Chair may invite to speak to provide additional information to any agenda item being considered.

Public questions should be submitted in advance by 12 noon, 3 clear working days in advance of the meeting. Public questions will be limited to only one question per person / organisation. No more than 3 sub questions relating to the main question will be allowed. No more than 100 words in length. This will ensure we can continue to respond to questions thoroughly and in a timely manner.

Public questions will be managed under Local Authority Constitution rules as detailed below:

Questions shall be restricted to matters within the powers and functions of the Locality Board.

Questions shall not be permitted if the Chair / Senior officer deems that the question:

- relates to quasi-judicial matters e.g. (current or potential legal proceedings or consultations)
- relates to confidential or exempt matter
- is not about a matter for which the Locality Board has responsibility,
- is defamatory, frivolous, factually incorrect or offensive
- is substantially the same as a question put at a meeting of the Locality Board in the previous six months
- is directly about party political matters
- is formed to make a statement rather than to receive information

Order of Questions

Questions will be addressed in the order received.

No individual / organisation may ask more than one question. No more than 3 sub questions relating to the main question will be allowed. The question must be no more than 100 words in length,

Following the response, no supplementary questions will be allowed.

Process for Questions

At the meeting, the question will be read out alongside the name of the questioner.

Where multiple questions have been submitted by different individuals or organisations about the same subject, key themes will be presented to the meeting and names of all questioners will be read out

A response will be provided in writing (within 20 working days following the date of the meeting) and a copy of the response should be sent to all members of the Board.

Administrative Process:

- Questions should be submitted to gmicb-hmr.enquiries@nhs.net or via post to NHS GMIC – Heywood, Middleton and Rochdale, PO Box 100, Rochdale OL16 9NP by 12 noon, 3 clear working days in advance of Locality Board. If support is required a telephone number is available 01706 664 170.
- Questions transferred to template and emailed to colleagues for response within 10 working days.
- DRAFT response to be reviewed and signed off by the relevant Director within 5 working days.
- Once approved the member of the public will receive a written via email or post.
- All members of the Board will also receive final response to questions for information.

Process Overview

