Pre-submitted questions for Overview & Scrutiny

☐   Agenda published.

☐   Democratic and Elections (D&E) contact Committee members, requesting questions to be sent through as soon as possible (although on the night questions still possible).

☐   As questions are received, D&E will forward them to relevant lead officer/performance measure owner, and portfolio holder. Performance questions will be CC'd to Shona/Celia/CLT for information.

☐   All questions will be collated into a list, grouped by agenda item/performance measure, to be shown on screen at the meeting. The list will include the question, who asked it and who will be giving the answer, to held the Chairman with the running of the meeting.

☐   Once the relevant item has been presented, the Chairman will work through the list, **with each member asking their question for awareness of other Committee members/any public attending/watching**. Portfolio Holders will be expected to respond, unless they have asked the lead officer to respond.

☐   When all pre-submitted questions have been asked on the item, further questions can be taken from the floor. Any questions that can't be answered at the meeting will be noted on the action sheet, D&E will collate responses for circulation after the meeting.

☐   Answers to pre-submitted questions will need to be included in the minutes, lead officer will need to provide answers to D&E.

D&E to co-ordinate all elements of collating and forwarding questions. Report authors/lead officers will be responsible for briefing portfolio holders.