

12. BOARD PROCEDURES

12.7 Order of business

The order of business will be:

- declarations of interest
- ~~when the chair agrees, questions from the public for up to 15 minutes—these must be about the items for decision at the meeting (excluding the minutes) and the full text of any question must have been given to the Head of Law and Governance by 9.30 a.m. at least one clear working day before the meeting Questions by the public on individual personal circumstances will not be permitted. No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the chair agrees, be circulated and answered (at the meeting) in writing.~~
- addresses and questions by members of the public, 10 minutes in total.

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Thursday meeting, the deadline would be 9.30am on the Tuesday). Questions can be submitted either by letter or by email (executiveboard@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Board member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

- ~~reports from scrutiny committees~~
- councillor addresses on any item for decision on the board's agenda
- councillor addresses on neighbourhood issues (10 minutes)

- items for decision, including reports from Board members
- reports from scrutiny committees
- items raised by Board members. Such items must be submitted within the same timescales as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board.
- minutes of the last meeting.

This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.

12.10 Councillors speaking at meetings

Oxford City councillors may, where the chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. no later than 9.30am at least one clear working day before the meeting. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

12.11 Councillors speaking on neighbourhood issues

A 10 minute slot will be allowed on each City Executive Board agenda for any member to raise local issues on behalf of communities directly with the Board. Priority will be given to those who have not already attended within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the address and respond at the meeting, if possible, or arrange a written response within 10 working days.

At each meeting 10 minutes is available for any City Councillor to raise local issues on behalf of communities directly with the Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.