

Greater Cambridge Partnership Executive Board
Public Questions Protocol

Following the end of temporary legislation allowing for public meetings to be conducted entirely virtually, we are now required to hold meeting in a face to face setting. It will not be possible to participate in the meeting virtually. While it is now possible for public speakers to attend a meeting and speak in person, at the same time we need to ensure there is a Covid safe environment for everyone in the meeting. We therefore urge you to consider allowing your question to be read out on your behalf and to observe proceedings remotely.

At the discretion of the Chairperson, members of the public may ask questions at meetings of the Executive Board. This standard protocol is to be observed by public speakers:

- Notice of the question should be sent to the Greater Cambridge Partnership Public Questions inbox [public.questions@greatercambridge.org.uk] no later than 10 a.m. three working days before the meeting.
- Questions should be limited to a maximum of 300 words.
- Questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the Executive Board, nor any matter involving exempt information (normally considered as 'confidential').
- Questioners cannot make any abusive or defamatory comments.
- If any clarification of what the questioner has said is required, the Chairperson will have the discretion to allow other Executive Board members to ask questions.
- The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote.
- The Chairperson will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting.
- Individual questioners will be permitted to speak for a maximum of three minutes.
- In the event of questions considered by the Chairperson as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question.
- Questions should relate to items that are on the agenda for discussion at the meeting in question. The Chairperson will have the discretion to allow questions to be asked on other issues.

**The deadline for receipt of public questions for this meeting is
10:00 a.m. on Monday 27th September 2021**