

## **Appendix 1**

### **RCC PRE COMMITTEE QUESTIONS & ANSWERS (Q&A) DRAFT PROTOCOL**

1. Members are invited to send in questions regarding RCC related matters at any time to the Committee Clerk and BEO Manager/Resident Services Manager. These questions will be answered and also added to the Pre Committee Questions list that is presented at the RCC meeting. The BEO may as a matter of courtesy respond to members earlier.
2. The week before the meeting priority will be given to “urgent questions”. An urgent question is something that directly relates to the agenda or is something that is time-critical in some way.
3. Member’s questions to state which agenda item it relates to, or say that it is “general” question. The BEO will use its discretion to decide whether a question is “general” and or whether it is time-critical i.e. it relates to things that will be happening very soon or need fixing now.
4. Questions to be put forward to the Committee Clerk and BEO Manager/Resident Services Manager by 5.00pm on the Monday before Committee which will allow Officers four working days plus the day of the meeting to obtain answers. Any further questions can be asked at committee in the normal manner.
5. If there are too many questions the BEO Manager/Resident Services Manager will agree with the Chairman those questions that may not be able to be answered in time.
6. BEO to ensure that the Q&A list is organised by agenda item and the “general” questions to be organised at the end so they fit in with the agenda.
7. BEO to ensure that the Q&A avoids duplicate questions and that similar ones are placed together with an answer which covers both or all of them. BEO to use its discretion to paraphrase any long/detailed questions if necessary.
8. BEO to attempt to provide Q&A to Committee Clerk on Friday before Committee or by midday on the day of Committee.

9. Committee Clerk to distribute Q&A electronically to members as soon as possible following its submission or in the event of extraordinary circumstances provide the Q&A at the Committee meeting.
10. In the event of any “to follow” answers, BEO to update Q&A to enable it to be distributed with the minutes of the RCC to the Chairman for approval.
11. In the event that questions cannot be answered at this time BEO to use its discretion and transfer them to the SLA action plan for consideration by the SLA Working Party.
12. BEO to use its discretion and transfer SLA related questions that may or may not have been satisfactorily answered to the SLA action plans for consideration by the SLA Working Party.
13. Q&A to be included with the draft minutes of the RCC awaiting approval at the following RCC.
14. Q&A to be included with the minutes on the website and all relevant BEO email broadcasts.