

# I have a public question for a Council Meeting

Which meeting?

Full Council, Policy Committee or other Committee?  
Click here for details of Committee responsibilities

What Type of Question do you have?

Issue not on the agenda (as unavailable) but within the remit of the Committee

Issue relating to the published agenda for the Committee

Submit to [publicquestions@sheffield.gov.uk](mailto:publicquestions@sheffield.gov.uk) by 9am **6 clear working days** before the next meeting (1 question or set of linked questions, 200 words max)

A written response will be sent to you and published on the Council's website by 9am **1 clear working day** before the meeting. (The question will not be read out at the meeting).

\*Do you want to ask a supplementary question?

Yes

Submit to [publicquestions@sheffield.gov.uk](mailto:publicquestions@sheffield.gov.uk) by 9am on the working day before the meeting (1 question or set of linked questions - 200 words max)

You may present your supplementary question at the meeting (In person/ Remote/ Read out/ Written only) subject to time being available

The Chair may respond but due to the lead times you may receive a written response (within 10 working days)

Submit to [publicquestions@sheffield.gov.uk](mailto:publicquestions@sheffield.gov.uk) by 9am **2 clear working days** before the next meeting (1 question or set of linked questions - 200 words max)

You may present your question at the meeting (In person/ Remote/ Read out on your behalf/ Written only) subject to time being available

The Chair will give a verbal response at the meeting or provide a written response within 10 days

## \*Supplementary Questions:

- 1 supplementary question per person at Chair's discretion, subject to the time available.
- Supplementary questions must arise directly out of the original question or the response.

## Useful Links:

**Scheme:** Details of the Public Questions and Statements Scheme are available here.

**Log:** All responses to questions will be published in a log available here.

**Deadlines:** Details of dates of meetings and deadlines are available here.

# I have a public statement for a Council Meeting

Which meeting?  
Full Council, Policy Committee or other Committee?  
[Click here for details of Committee roles](#)

What Type of Statement do you have?

Issue not on the agenda (as unavailable) but within the remit of the Committee

Issue relating to the published agenda for the Committee

Submit to [publicquestions@sheffield.gov.uk](mailto:publicquestions@sheffield.gov.uk) by 9am **6 clear working days** before the next meeting (200 words max)

Submit to [publicquestions@sheffield.gov.uk](mailto:publicquestions@sheffield.gov.uk) by 9am **2 clear working days** before the next meeting (200 words max)

All Statements published online 1 clear working day before the meeting

All Statements published online 1 clear working day before the meeting

You may present your statement at the meeting (In person/ Remote/ Read out/ Written only) subject to time being available

You may present your statement at the meeting (In person/ Remote/ Read out/ Written only) subject to the time available

**No commitment to respond to public Statements**

All statements to be published in a log available [here](#).

## Useful Links:

**Scheme:** Details of the Public Questions and Statements Scheme are available [here](#).

**Dates:** Details of dates of meetings and deadlines are available [here](#).