

## GOVERNANCE REVIEW – COUNCIL PROCEDURES

<u>ISSUE</u>	<u>CURRENT PROCEDURE</u>	<u>PROPOSED PROCEDURE</u>
1. Order of business at Ordinary Council Meetings	The Constitution sets out the Order of Business at Council meetings.	<p>Order of Business to be as follows:-</p> <p><b><u>Part 1 – Business – start at 5.00 pm</u></b></p> <ul style="list-style-type: none"> <li>• Minutes, declarations and sundry announcements – <i>no time limit</i></li> <li>• Board recommendations – <i>no time limit</i></li> <li>• Officer reports – <i>no time limit</i></li> <li>• Board minutes – <i>15 minute maximum (PR11.9(a))</i></li> <li>• Member questions – <i>no time limit</i></li> </ul> <p>THEN A BREAK and resume at a set time described in the Constitution and on the web as ‘not before 7.00 pm’</p> <p><b><u>Part 2 – Public Involvement and Scrutiny</u></b></p> <ul style="list-style-type: none"> <li>• Public addresses and questions – <i>question and address circulated in advance of the meeting – 45 minute time limit (PR11.10 and 11.11)</i></li> <li>• Petitions – <i>5 minute address by head petitioner then 15 minute time limit (PR11.13)</i></li> <li>• Outside organisation reports and questions – <i>no time limit (PR11.14)</i></li> <li>• Scrutiny chair reports – <i>no time limit (PR11.15)</i></li> <li>• Scrutiny recommendations – <i>no time limit</i></li> </ul>

		<p><b><u>Part 3 – Proclamations – Representing the City</u></b></p> <ul style="list-style-type: none"> <li>Motions – 15 minutes time limit per Motion and a maximum of 6 Motions per meeting (PR11.16)</li> </ul>
2. Frequency of Council Meetings	<p><u>2012/13</u> Annual Meeting, then July, October, December, February and April.</p>	<p>Proposed pattern of Council meetings to be Annual Meeting, then June, September, November, January, February (Budget only) and April.</p>
3. Motions on Notice (a) <u>Numbers of Motions</u>	<p>Unlimited number permitted at present but they must be about things the Council is responsible for or about something that directly affects people in the City.</p>	<p>Maximum of six Motions per meetings, three of those Motions for submission by the largest political group and three of those Motions for submission by the other political groups combined. The present rules to apply on content. Each Motion to be limited to 15 minutes (PR11.16). *Alternative proposals from the majority group are included in Annex 7.</p>
----- (b) <u>Amendments to Motions</u>	<p>----- Amendments may be proposed/submitted at any time including during the Council meeting itself.</p>	<p>----- Amendments to Motions <u>as printed with the Council agenda</u> to be submitted not later than 4 ½ working days before the Council meeting (i.e typically by 1pm on the Monday before the Monday of the Council meeting) (PR11.18(f)). <u>Amendments arising from debate on the Motion</u> to be formulated and submitted during the Council meeting itself (PR11.18(g)).</p>
4. Statements on Notice by Members	<p>Councillors can make statements to the Leader, a Board Member or to the Chair of a Scrutiny Committee.</p>	<p>Discontinue statements. The facility is rarely used.</p>

<p>5. Questions on Notice by Members</p>	<p>There is an informal deadline and a formal deadline. The informal deadline enables replies to be prepared and issued before the Council meeting.</p>	<p>Make the informal deadline (4½ working days before Council) the formal deadline thus enabling replies to be issued before the Council meeting (PR11.9(b)).</p>
<p>6. Public Addresses (including the submission of Petitions as part of an Address) and Public Questions</p>	<p>Submission by 1 pm, 1½ working days before the Council meeting. No requirement in the Constitution to respond at the meeting. The Constitution says that unless an address or question is about a matter on the Council agenda the address or question is referred to the Chief Executive without debate for him to arrange for a response to be made outside the Council meeting.</p>	<p>Submission by 1pm eight working days before the Council meeting on a topic about something the Council is responsible for or about something that directly affects people in the City. Questions and addresses can then be included in the Council agenda. Up to two addresses and two questions permitted at this stage (PR11.10 and 11.11).  Submission by 1 pm 4½ working days before the Council meeting for matters that <u>are for decision</u> at the Council meeting. Questions and addresses can then be included in the briefing note. Up to two addresses and two questions permitted at this stage (PR11.10 and 11.11).  Addresses and questions on the same subject to successive meetings to continue to be permitted. As at present a member of the public may only ask one question at a Council meeting. Members of the public still to be permitted to ask their questions or make their addresses at Council.  <i>*Alternative proposals from the majority group are included in Annex 7.</i></p>
<p>7. Public Addresses – Numbers of speakers</p>	<p>The Constitution says that a group of up to 4 people can speak to full Council for up to 5 minutes. This wording has led to difficulty in dealing with members of the public.</p>	<p>Change the Constitution so that it says that there shall be no more than 4 addresses to any one Council meeting, that each address shall be for no more than 5 minutes and that where more than one person wishes to address on the same subject they must share one of the 4 x 5 minute slots (PR11.10(g)).</p>

8. Member reporting to Council	Does not feature as a self-standing item at present. Certain members may make announcements. Members may make statements (but see 4. above).	Add to the revised order of business at ordinary meetings of Council an item 'Reports from Chairs of Scrutiny Committees' (on the work of their committee since the last meeting of Council). This will increase knowledge and understanding of scrutiny. Reports must be written (PR11.15).
9. Petitions	Can be submitted within an address by a member of the public but they are not debated until the next following Council meeting.	15 minute time limit for each petition debate (PR11.13). This is the same time limit as proposed for debates on Motions on notice.
10. Special Meetings of Council	Any five councillors may call a special meeting.	Change to 12 members (ie one quarter of the total number of members on the Council). This number is the same as the number of members needed to call in a planning application from an area planning committee to the Planning Review Committee (PR11.3).