

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 (PR11.2).	<p>Order of Business to be as follows:-</p> <p><u>Part 1 – Business – start at 5.00 pm</u></p> <ul style="list-style-type: none"> • Minutes, declarations and sundry announcements – <i>no time limit</i> • Public addresses and questions that relate to a matter for decision at the meeting – <i>questions and addresses circulated in advance of the meeting – 45 minute time limit for the Part 1 and Part 2 addresses and questions combined (PR11.10 and 11.11)</i> • Board recommendations – <i>no time limit</i> • Officer reports – <i>no time limit</i> • Board minutes – <i>15 minute maximum (PR11.9(a))</i> • Member questions – <i>no time limit</i> <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><u>Part 2 – Public Involvement and Scrutiny</u></p> <ul style="list-style-type: none"> • Public addresses and questions other than those taken in Part 1 – <i>questions and addresses circulated in advance of the meeting – 45 minute time limit for the Part 1 and Part 2 addresses and questions combined (PR11.10 and 11.11)</i>

		<ul style="list-style-type: none"> • Petitions – <i>5 minute address by head petitioner then 15 time limit (PR11.13)</i> • Outside organisation reports and questions – <i>no time limit (PR11.14)</i> • Scrutiny chair reports – <i>no time limit (PR11.15)</i> • Scrutiny recommendations – <i>no time limit</i> <p><u>Part 3 – Motions – Representing the City</u></p> <ul style="list-style-type: none"> • Motions – <i>no time for dealing with each one but a 60 minute time limit for dealing with them all (PR11.16)</i>
2. Frequency of Council Meetings	<u>2012/13</u> Annual Meeting, then July, October, December, February and April.	Proposed pattern of Council meetings to be Annual Meeting, then June, September, November, January, February (Budget only) and April.
3. Motions on Notice (a) <u>Numbers of Motions</u>	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. 90 minute time limit to deal with them all.	As at present, the same requirement as to subject matter and, again as at present, no limit on the number of Motions or on the time taken to deal with an individual Motion. 60 minute time limit for dealing with them all. Motions to appear in the order received but where received, the first Motion taken at each meeting to be from a member of a different political group, and following that one Motion from a member of each of the other political groups until all Motions have been listed.
----- (b) <u>Amendments to Motions</u>	----- Amendments may be proposed/submitted at any time including during the Council meeting itself.	----- No change to present arrangements

<p>4. Statements on Notice by Members</p>	<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>As at present, no restriction on the number of public addresses or questions to Council.</p> <p>Addresses and questions taken in two stages. Addresses and questions taken in Part 1 of the Council meeting where they relate to matters for decision at the meeting. All other addresses and questions taken in Part 2 of the Council meeting.</p> <p>Addresses to be submitted 3 working days before the Council meeting and addresses can then be included in the briefing note.</p> <p>45 minute time limit to take all public addresses and public questions.</p> <p>Board member to make a response to an address if they choose (and, as at present, 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>Addresses and questions on the same subject to successive</p>

		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.
7. Public Addresses – Numbers of speakers	The Constitution says that a group of up to 4 people can speak to full Council for up to 5 minutes.	No restriction on the number of addresses to any one Council meeting. Each address shall be for no more than 5 minutes and where more than one person wishes to address on the same subject they must share the 5 minute slot (PR11.10).
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).