

Appendix 1 – List of Proposed Amendments to the Constitution

Part 11 Council procedures

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Paragraph	Current	Change	Reason
11.3 Order of business at ordinary meetings of Council	<p>The order of business will be:</p> <p>Part 1 – Public Business</p> <p>(a) Election of chair (if the Lord Mayor and Deputy Lord Mayor are absent)</p> <p>(b) Apologies for absence</p> <p>(c) Declarations of interests</p> <p>(d) Announcements from the Lord Mayor, Sheriff, Leader, Head of Paid Service, Chief Finance Officer and Monitoring Officer</p> <p>(e) Appointments to committees</p> <p>(f) Approval of the minutes of the last meeting of Council as a correct record, and those of any earlier meetings that have not already been approved</p> <p>(g) Public addresses and questions that relate to a decision at the meeting (Part 11.12 and 11.13)</p> <p>(h) Any unfinished business from the last meeting (but motions not dealt</p>	<p>The order of business will be:</p> <p>Part 1 – Public Business</p> <p>(a) Election of chair (if the Lord Mayor and Deputy Lord Mayor are absent)</p> <p>(b) Apologies for absence</p> <p>(c) Declarations of interests</p> <p>(d) Announcements from the Lord Mayor, Sheriff, Leader, Head of Paid Service, Chief Finance Officer and Monitoring Officer</p> <p>(e) Appointments to committees</p> <p>(f) Approval of the minutes of the last meeting of Council as a correct record, and those of any earlier meetings that have not already been approved</p> <p>(g) Public addresses that relate to a decision at the meeting (Part 11.12 and 11.13)</p> <p>(h) Any unfinished business from the last meeting (but motions not</p>	<p>Following approval of the amendment to public addresses at full Council, both for parts 1 and 2, the order of business for section (g) and (n) will need to be slightly retitled to be in-line with the changes.</p>

	<p>with in the time available do not count as unfinished business)</p> <p>(i) Recommendations from the Cabinet</p> <p>(j) Reports for decision by the meeting</p> <p>(k) Minutes from the Cabinet</p> <p>(l) Questions by councillors to members of the Cabinet and committee chairs (Part 11.11 (b))</p> <p>(m) Any other business for decision or information including any business for which a motion to exclude the press and public is to be put to Council</p> <p>Part 2 – Public Involvement and Scrutiny</p> <p>(n) Public addresses and questions other than those taken in part 1 of the meeting (Part 11.12 and 11.13)</p> <p>(o) Consideration of petitions (Part 11.15);</p> <p>(p) Reports and questions about organisations the Council is represented on (Part 11.16)</p> <p>(q) Report by the Chair of the Scrutiny Committees (Part 11.17)</p>	<p>dealt with in the time available do not count as unfinished business)</p> <p>(i) Recommendations from the Cabinet</p> <p>(j) Reports for decision by the meeting</p> <p>(k) Minutes from the Cabinet</p> <p>(l) Questions by councillors to members of the Cabinet and committee chairs (Part 11.11 (b))</p> <p>(m) Any other business for decision or information including any business for which a motion to exclude the press and public is to be put to Council</p> <p>Part 2 – Public Involvement and Scrutiny</p> <p>(n) Public addresses other than those taken in part 1 of the meeting (Part 11.12 and 11.13)</p> <p>(o) Consideration of petitions (Part 11.15);</p> <p>(p) Reports and questions about organisations the Council is represented on (Part 11.16)</p> <p>(q) Report by the Chair of the Scrutiny Committees (Part 11.17)</p>	
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	(r) Recommendations and reports from scrutiny committees Part 3 – Motions – Representing the City (s) Motions on notice (Part 11.18).	(r) Recommendations and reports from scrutiny committees Part 3 – Motions – Representing the City (s) Motions on notice (Part 11.18).	
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Part 12 – Cabinet procedures

12.10 Addresses from Members of the Public	New Section of Constitution	<p>Members of the public can submit addresses in writing about any item for decision at the meeting. Addresses, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy by 5.00pm three clear working days before the meeting. Addresses can be submitted either by letter or by email (cabinet@oxford.gov.uk).</p> <p>Responses to the addresses will be provided in writing at the meeting; supplementary addresses will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes.</p> <p>The Chair has discretion in exceptional circumstances to agree that a submitted address or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the address is limited to 3</p>	<p>Align with public speaking timelines across all committees and assist officers in preparation for the meeting and allowing additional time for a response to be prepared as the timeline is very tight and can result in a response not being fully considered and prepared.</p> <p>The time limit for this item, originally in part 12.7 has also been included here for consistency.</p> <p>Some typos have been amended in this version</p>
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		minutes and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. For this agenda item the Chair's decision is final. There will be 15 minutes in total for this item.	
12.13 Items raised by Cabinet Members	New Section of the Constitution	Such items must be submitted within the same timescales as addresses and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet.	Clear guidance for items raised by Cabinet Members is required, originally this was part of section 12.7, but should be included as a separate section in the Constitution. Some typos have been amended in this version

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Part 13 – Scrutiny Committee procedures

13.16 Public Speakers at Scrutiny Committee	Guest speakers should be treated with politeness and respect.	Members of the public can submit Addresses, in writing about any item for discussion at the meeting. Addresses, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days Questions can be submitted either by letter or by email. An	Having a process where members of the public can address the committee and to keep in-line with public addresses across all committees. The committee has the provision to ask questions to the member of the public allowing for further discussion, with the time limit for this item being up to the discretion of the Chair.
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		<p>address may last for no more than five minutes.</p> <p>Members of the Scrutiny Committee can ask questions to the public speaker.</p>	<p>Originally this was part of section 13.8 but should be included as a separate section in the Constitution.</p> <p>Some typos have been amended in this version</p>
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Part 14 – Other Committee Procedures

14.13 (b) Licensing Committee procedures	<p>The order of business at Licensing Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Appointments to sub-committees (at the first meeting after annual Council) • Items for decision or information • Minutes of the previous meeting 	<p>The order of business at Licensing Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Appointments to sub-committees (at the first meeting after annual Council) • addresses by members of the public 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking, similar to what is currently offered at Cabinet, where the proposed address must relate to an item on the agenda</p> <p>Some typos have been amended in this version</p>
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	<ul style="list-style-type: none"> Dates of future meetings 	<ul style="list-style-type: none"> councillor addresses on any item for discussion Items for decision or information Dates of future meetings 	
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