

COUNCIL PROCEDURE RULES

Introduction

With the introduction of a committee system of governance, some changes will be necessary to the role of Full Council and some options are set out here for the Committee’s consideration.

At present an ordinary Council meeting is in four parts:

Part	TITLE	CURRENT DETAILS	POSSIBLE CHANGES	REVISED FORMAT
1	Statutory Formalities- 15 minutes		No change proposed.	Statutory formalities- 15 minutes
2	Question Time-30 mins or until 7:45pm	Questions to the Leader and Cabinet	Suggest this is retained (and with existing deadlines), but as questions to the Leader. The Leader may choose to allocate questions to a named Committee Chairman who will answer.	Questions to Leader- 30 minutes
3	Business for Debate- 90 mins	Administration item: 30 minutes Opposition item: 30 minutes Non-Executive Business Items (30 mins) (in order of receipt, but if more than one item submitted. Council will decide the item for debate).	In a Committee system where Members of all parties have the opportunity to debate policy at a committee in public, there should be less need for this provision. The presumption would be that the majority of these items could be discussed at the relevant committee, using Members rights to submit agenda items if necessary. However there may be matters that do not fall within a specific committee remit, or which affect the well-being of the Borough more generally. It is therefore proposed that members should be permitted to submit motions on such matters, and that there should	Motions: 45 mins

			be the opportunity to discuss up to two motions at each meeting, for 20 minutes each.	
4	Statutory Council Business -30 mins	Petitions: organiser and member responding Reports from Cabinet Reports from Overview and Scrutiny Committees Reports from other Council Committees Reports of Officers Questions to Council reps on Outside Bodies	Reports from Cabinet and Overview and Scrutiny Committees will no longer happen. However there will be an increased number of reports from Committees, where their Terms of reference require them to make recommendations to Full Council. In addition there may be decisions referred up to Council for debate under the referrals process (see below)	Statutory Council business: 60 minutes <ol style="list-style-type: none"> 1. Petitions 2. Reports from Council Committees 3. Referrals from Members of Committee Decisions 4. Reports of Officers 5. Questions to reps on Outside Bodies

Powers to refer

Members were supportive of a facility for Members of the new Committees to be able to refer Committee decisions up to Full Council. These will need to be agreed and added to the referral provisions for the existing Council Committees (at Section 6 of Responsibility for Functions). It is suggested that for each of these committees, the minimum number of Members who can refer a matter up to Council for further consideration is 4, or 50% of the committee minus one if the Committee is of 8 members or fewer.