

**Constitution Review Council Procedure Rules
Options for Key Areas for Amendment**

Appendix 1

Informal soundings have been taken with Leaders and Whips and feedback from all Members

Issue	Comments	Current Position	Requirement	Options
Frequency of Meetings	<ul style="list-style-type: none"> • 43% of respondents thought we have too many full Council meetings. • 57% of respondents said they would agree to fewer full Council meetings. • Majority of opposition members did not support this. 	9 meetings a year monthly except for April, August and December	<ul style="list-style-type: none"> • Annual Meeting (May) • Statement of Accounts Sign off (September) • Budget Setting meeting (February) 	<ul style="list-style-type: none"> • Bimonthly meeting (6 meetings) • 6 weekly (8 meetings) • 8 meetings monthly meetings (no meeting April; August; December & remove another meeting July/ October)
Time limit on Council meetings	<ul style="list-style-type: none"> • 83% of respondents think Council meetings are too long. • A majority of members support having a time limit for the meeting, after which any remaining matters could be put straight to the vote or deferred to the next meeting. • Views on the proposed 	Meetings held at 16.30 with no time limit	No statutory guidance although councils can implement a 'time limit' if the wish.	<ul style="list-style-type: none"> • End time limit 8.00pm **; • End time limit 8.30pm **; <p>** Remaining items put straight to the vote.</p> <ul style="list-style-type: none"> • No cut off time.

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	<p>end time varied from 7.00pm through to 10.00pm; with most respondents suggesting 8.00 or 8.30pm.</p>			
<p>Oral Questions by Councillors</p>	<ul style="list-style-type: none"> • 46% of respondents thought that Oral Questions were an important part of the business of Council; • 67% of opposition members thought that Oral Questions were an important part of the business of Council; • 49% of respondents answered yes to supporting having Members Questions dealt with in a different way. 	<p>Current limit on Oral questions is 30 maximum. Allocation is 3 questions allocated per Group and 15 allocated proportionally with 1 oral question per independent member</p>	<p>No statutory requirement however the review of CPR in 2012/13 introduced the limit on Oral Questions</p>	<ul style="list-style-type: none"> • Only questions on Budget and Policy; • No questions if the answer is in the public domain; • Have a separate meeting with Cabinet Members and Directors to deal with questions; • Reduce no of Oral questions given to lead Group; • Only one question per Council with a maximum of 3 per Party Group.
<p>Supplementary Questions</p>		<p>One supplementary is allowed from the Questioner and one further supplementary from another party of individual.</p>	<p>No statutory requirement custom and practice in Cardiff for two supplementary</p>	<p>Only one supplementary from the original Questioner.</p>

Issue	Comments	Current Position	Requirement	Options
Allocation of Notices of Motion	<ul style="list-style-type: none"> • 71% of respondents (25 of those who responded) think the allocation of motions should be reviewed. • There was no clear agreement on how allocation should be made, although the proposal which had the highest number in favour was that opposition groups be allocated a minimum of three each with the remainder allocated proportionately. 	20 Motions per year allocated proportionally with a minimum of 2 motions per Group	No statutory requirement. Custom and practice has always been to allocated proportionally	<ul style="list-style-type: none"> • Opposition Groups have greater no of Motions; • Cap on the number of motions to be considered per meeting; • Motions should be define more robustly as a matter of budget or policy which the Council has power to implement.t
Timing for Speakers during a debate		6 minutes for Proposers of a report or motion. 3 minutes for seconder and general speakers in debates. Other than Budget Council where Lead Cabinet Member gets 10 minutes Leader 4 minutes Opposition Spokespersons 5 minutes All other Members 3 minutes.	Time allocated to speakers is a local decision and is currently based on custom and practice.	<ul style="list-style-type: none"> • To e considered.

