

TABLE OF RECOMMENDED CHANGES TO COUNCIL MEETING PROCEDURE RULES

Issue	Current Position	Committee's Final Comments	Recommended Changes	Rule/s to be Amended
<p><u>Frequency of Meetings</u></p> <p><i>[Requirement is:</i></p> <ul style="list-style-type: none"> • <i>Annual Meeting (May)</i> • <i>Statement of Accounts Sign off (September)</i> • <i>Budget Setting meeting (February)]</i> 	<p>9 meetings per year, monthly except for April, August and December</p>	<ul style="list-style-type: none"> • Support for dropping to 8 meetings per year by removing July meeting (as this falls during the schools' summer break), but noted that this would leave a long gap between June and September meetings 	<ul style="list-style-type: none"> ➤ Remove July Council meeting, leaving 8 full Council meetings per year 	<p>N/A</p> <p>(Programme of Ordinary Council meetings is decided at AGM, pursuant to Rule 3 – no amendment necessary.)</p>
<p><u>Time limit on Council meetings</u></p> <p><i>[No statutory guidance although councils can implement a 'time limit' if they wish.]</i></p>	<p>Meetings held at 16.30 with no time limit</p>	<ul style="list-style-type: none"> • Broad agreement that meetings are too long and a break is needed (and suggestion that imposing a time limit and break would promote equal opportunities for Members who may have caring commitments or have worked all day) • Timings for agenda items should be adhered to more strictly • No time limit should be set for Budget Council because of the duty to set a balanced budget 	<ul style="list-style-type: none"> ➤ Introduce a meeting end time limit of 9pm, with a half hour break at around 7pm – to apply to all full Council meetings except the February Budget Council <p>(Any remaining business items to be put straight to the vote without debate, and any remaining oral questions to receive written replies)</p>	<p>Rule 5 'Time and Place of Meetings'</p>

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<p><u>Oral Questions by Councillors</u></p> <p><i>[No statutory requirement, however the review of CPR in 2012/13 introduced a limit on Oral Questions]</i></p>	<p>Current limit on Oral questions is 30 questions maximum and 90 minutes total.</p> <p>Allocation is 3 questions per Group and 15 allocated proportionally with 1 oral question per independent member</p>	<ul style="list-style-type: none"> • Broad agreement to reduce the current maximum of 30 questions • Suggestion that a reduction in the number of oral questions should be balanced by an increase in the number of written questions allowed • Considered introducing a requirement that questions must relate to matters of budget or policy; and ruling out of questions which relate to single ward issues. However, there was concern that this would impede the role of backbench Members 	<ul style="list-style-type: none"> ➤ Reduce the maximum number of oral questions to 20; and ➤ Reduce allocation of questions from 3 to 2 questions per group, retain allocation of 1 question per independent member and allocate the remaining questions proportionally, but remove Cabinet Members when calculating proportionality. 	<p>Rule 17</p>
<p><u>Supplementary Questions</u></p> <p><i>[No statutory requirement; custom and practice in Cardiff for two supplementary]</i></p>	<p>One supplementary is allowed from the Questioner and one further supplementary from a Member who does not belong to the same Group as the Questioner.</p>	<ul style="list-style-type: none"> • General agreement that 1 supplementary question is sufficient 	<ul style="list-style-type: none"> ➤ Allow only one supplementary question from the original Questioner (remove provision for a further supplementary question) 	<p>Rule 17</p>

<p><u>Allocation of Notices of Motion</u></p> <p><i>[No statutory requirement. Custom and practice has always been to allocate proportionally]</i></p>	<p>20 Motions per year allocated proportionally with a minimum of 2 motions per Group</p>	<p>Suggestions included:</p> <ul style="list-style-type: none"> • 1 Motion per meeting, with allocation of between 2 and 3 Motions for each group • Maximum of 2 Motions per meeting • Reduce from 20 Motions per year • Disallow Motions from ruling group(s) • Introduce requirement that Motions must relate to Council policy or budget • Rename as 'Opposition Business' and allow a half hour to one hour time slot 	<ul style="list-style-type: none"> ➤ Introduce a maximum of 2 Motions for each Council meeting, excluding the Annual meeting and Budget Council; and ➤ Retain current proportional allocation arrangements (with a minimum of 2 motions per Group) 	<p>Rule 22</p>
<p><u>Timing for Speakers during a debate</u></p> <p><i>[Time allocated to speakers is a local decision and is currently based on custom and practice.]</i></p>	<p>6 minutes for Proposers of a report or motion. 3 minutes for seconder and general speakers in debates.</p> <p>(Other than Budget Council, where Lead Cabinet Member gets 10 minutes; Leader 4 minutes; Opposition Spokespersons 5 minutes; and All other Members 3 minutes.)</p>	<ul style="list-style-type: none"> • Suggestion to reduce Proposers' time limit from 6 minutes to 4 minutes; and from 3 minutes to 2 minutes for seconder and general speakers • Concern that 2 minutes is too limiting and would need to be supported by appropriate training • There should be no change to budget debate timings 	<ul style="list-style-type: none"> ➤ Reduce time limit for Proposers of a report or motion from 6 minutes to 4 minutes; and ➤ Retain current time limits for Secunder and general speakers (3 minutes) <p>(Other than for Budget Council – No changes to speakers' timings for budget debate, as set out in Budget Meeting Procedure Rules)</p>	<p>Rule 27(g)</p>

