

**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES**

---

**COUNCIL MEETING PROCEDURE RULES**

**Reason for this Report**

1. To allow the Committee to consider proposed changes to the procedure rules for meetings of full Council and recommend any agreed changes to full Council for approval.

**Background**

2. The Constitution Committee has responsibility, in accordance with its approved terms of reference, for reviewing the Constitution and recommending any changes to full Council for approval.
3. At its previous meetings, on 31<sup>st</sup> August 2017 and 25<sup>th</sup> October 2017, the Committee has considered various aspects of the arrangements for meetings of full Council, which are governed by the Council Meeting Procedure Rules ('the Rules'). Members have indicated a general aim to have more focused Council meetings, with more time for opposition members and backbench members of the leading group to contribute.
4. The Committee consulted with party groups and considered various potential changes and the feedback received from party groups at its last meeting on 25<sup>th</sup> October 2017. Having expressed its views on the issues, the Committee asked the Monitoring Officer, in consultation with the Chairperson, to draft proposed changes to the Rules and to circulate these for consultation with group leaders and whips.
5. Group leaders and whips were consulted by email dated 15<sup>th</sup> December on draft proposed changes to the Rules.

**Issues**

6. On the basis of the Committee's previous discussions of the rules governing full Council meetings, and following consultation with group leaders and whips, there appears to be a general consensus on a number of changes to the rules.
7. The proposed changes to the Rules, in summary, cover the following:

- i. A rule to limit tributes and eulogies;
  - ii. A limit of 2 Ordinary Motions per meeting;
  - iii. To provide that Cabinet Green Papers debated at Council are to be counted as part of the leading group's allocation of Ordinary Motions;
  - iv. A rule that amendments to Ordinary Motions must not negate the original motion;
  - v. A right for the Cabinet member to reply to a motion and (with the agreement of the mover and seconder) to move that the vote be adjourned to the next meeting, in order to give the Cabinet the chance to consider the matter first;
  - vi. A requirement for Cabinet Statements to be circulated with the Council agenda;
  - vii. To remove Cabinet members and Assistants to Cabinet members from the calculation of the leading group's proportional allocation of oral questions;
  - viii. To remove provision for a second supplementary question on oral questions;
  - ix. To provide for composite answers to oral questions which are closely related or on the same subject matter, whenever appropriate;
  - x. To allow political groups to identify their preferred speakers in advance on particular matters if they wish to (but retaining the discretion of the Lord Mayor); and
  - xi. To include the current time limits on agenda items within the Rules, with discretion for the Lord Mayor to extend them.
8. A schedule providing details of the proposed changes is attached as **Appendix A**; and a marked up copy of the Rules showing the proposed amendments using tracking is attached as **Appendix B**. The Committee is invited to consider the proposed amendments to the Rules and to recommend the agreed changes to full Council in January for approval.
9. Members will note that other aspects of the Rules, such as the recording and filming of Council meetings, are due for consideration by the Committee in due course, under the Committee's Forward Plan (Agenda Item 6). Members may wish to consider whether there are any other aspects of the full Council meeting that they wish to consider further, and if so, to instruct the Monitoring Officer to report on those issues to a future meeting of the Committee.

### **Legal Implications**

10. By virtue of article 14 of the Constitution the making of amendments to the Constitution is reserved to Council unless otherwise delegated. The Committee's terms of reference set out the Committee's delegated authority:

*To review the Council's Constitution, and to recommend to Council and/or Executive any changes, except that the Committee will have authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-*

- (a) *Drafting improvements to enhance clarity and remove minor anomalies.*
- (b) *Updating to reflect legislative changes and matters of record.*
- (c) *Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).*

11. The proposed changes to the Council Meeting Procedure Rules will require the approval of full Council.

### **Financial Implications**

12. There are no financial implications arising from the report.

### **RECOMMENDATIONS**

The Committee is recommended to:

1. consider and agree the proposed changes to the Council Meeting Procedure Rules as set out in **Appendices A and B**, subject to any agreed changes;
2. recommend the changes agreed (under recommendation 1 above) to Full Council in January for approval, with effect from Annual Council 24 May 2018;
3. consider whether there are any other aspects of the full Council meeting that the Committee wishes to review and, if so, instruct the Director of Governance and Legal Services to submit reports on those issues to a future Committee meeting.

**DAVINA FIORE**  
**DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND MONITORING OFFICER**

18 December 2017

### **APPENDICES**

APPENDIX A: Schedule of Proposed Changes to the Council Meeting Procedure Rules

APPENDIX B: Council Meeting Procedure Rules – draft proposed amendments

#### Background papers

Constitution Committee reports, 'Council 25th May 2017: Reference back to the Constitution Committee of Proposed Changes to the Council Procedure Rules' (31st August 2017) and 'Review of the Constitution' (25th October 2017)

Consultation with Group Leaders and Whips - email from the Monitoring Officer dated 15/12/17