

FULL COUNCIL MEETINGS – COMPARISON

	BRISTOL	MANCHESTER	CARDIFF
Length of meeting (average)	2.5 hours maximum (with provision for up to 30 mins extension)	Generally less than 3.5 hours	Average ¹ from 01 Oct 21 - 30 Sep 22 was 4.5 hours
Start time of meeting	Either 2pm or 6pm, depending on time of year	10am	4.30pm
Limit on Speakers	<ul style="list-style-type: none"> - 3 minutes per speaker - Agreed lists of speakers, usually only 1 or 2 per political group for each business item 	<ul style="list-style-type: none"> - 5 minutes per speaker - Agreed list of speakers, usually no more than 5 per motion 	<ul style="list-style-type: none"> - Proposers of Motions or movers of reports up to 6 minutes; other speakers 3 minutes each - Public Questions - 5 minutes for response; - Green Papers - 15 minutes for Cabinet member proposing; 3 minutes for each Member to speak (maximum 10 minutes in total)
Questions and Statements	30 minutes maximum	Questions from Members to Leader, Executive and chairs of committees	<ul style="list-style-type: none"> - Cabinet member statements, questions and debate – maximum 45 minutes - Oral Questions to the Leader, Cabinet members and Committee Chairs – maximum 90 minutes
Motions	30 minutes maximum, meaning only 1 or 2 per meeting	<ul style="list-style-type: none"> - Deadline of 12 noon on the Monday of the week before Council (on Wednesday). - Must have a proposer, seconder, and 3 Members in support. <p>These rules are under review</p>	<ul style="list-style-type: none"> - Deadline of 5pm on the second Friday before the Council meeting - Must have a proposer and a seconder - Maximum 2 Motions per meeting, and 30 minutes for each Motion (extended to 45 minutes if amendments are moved)

¹ Discounting the Annual meeting and merging the Extraordinary meetings on 17 March into a single meeting

APPENDIX B

<p>Budget meeting – any different arrangements</p>	<ul style="list-style-type: none"> - Starts at 2pm - More flexibility around the length of the meeting, timing of speeches and consideration of amendments, but doesn't generally take more than 5 hours 	<p>Finance spokesperson and opposition finance spokesperson are allowed to speak for 20 minutes</p>	<ul style="list-style-type: none"> - Maximum of 45 speakers allocated proportionally between political groups - 10 mins for Cabinet member, Finance; 4 mins for Leader of Council; 5 mins for Opposition Finance spokesperson moving amendment, and 3 mins for their seconder; General debate – 4 mins for Opposition Group Leaders and 3 mins for each other speaker - Exclusion of Ordinary Motions and Questions (Oral and Written)
<p>Business considered</p>	<p>Separate Member Forum meeting prior to Council meeting, lasts for up to 1 hour, for questions to the Mayor / Cabinet</p>	<ul style="list-style-type: none"> - Presentations on topics of the moment which can be varied, may be outside speakers or staff - Other than that just business required to come through Council 	<ul style="list-style-type: none"> - Cabinet statements, questions and debate - Oral Questions to the Leader, Cabinet members and Committee Chairs - Green Papers for debate on policy proposals - Ordinary Motions - Public Questions - Petitions - Reports to Council on statutory business