

**Council Meeting Procedure Rules
Proposed Changes for Consideration**

Appendix 1

Issue	Current Position	Committee's Previous Comments and Suggestions	Proposed Changes
<p><u>Frequency of Meetings</u></p> <p><i>[Requirement is:</i></p> <ul style="list-style-type: none"> • Annual Meeting (May) • Statement of Accounts Sign off (September) • Budget Setting meeting (February)] 	<p>9 meetings a 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 (during holiday time), but noted that this would leave a long gap between June and September meetings • Keep 9 meetings but improve management and timing of meetings • Concern that reducing to less than 8 meetings per year would allow less time for Opposition 	<ul style="list-style-type: none"> • Remove July meeting, leaving 8 full Council meetings per year
<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 • End time limit 8.30pm, with a break at 7pm • End time limit 9pm, with a half hour break • No time limit for Budget Council because of the duty to set a balanced budget • Start meetings earlier 	<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>(Remaining items put straight to the vote without debate, questions given written answers)</p>
<p><u>Oral Questions by Councillors</u></p> <p><i>[No statutory requirement, however the review</i></p>	<p>Current limit on Oral questions is 30 questions maximum and 90 minutes total.</p>	<ul style="list-style-type: none"> • 1 hour is sufficient, questions rarely take 90 minutes • Broad agreement to reduce the current maximum of 30 questions • Should relate to Council business (NB. current rules allow rejection of 	<ul style="list-style-type: none"> • Reduce the maximum number of oral questions to 20, by reducing allocation from 3 to 2 questions per group, 1 per independent member and remaining questions allocated proportionally AND

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<i>of CPR in 2012/13 introduced a limit on Oral Questions]</i>	Allocation is 3 questions allocated per Group and 15 allocated proportionally with 1 oral question per independent member	<p>questions relating to matters for which the Council has no responsibility or do not affect Cardiff)</p> <ul style="list-style-type: none"> • Should not relate to matters affecting one ward only (unless questioner has not been able to obtain a written response through the usual channels) • Make no change to Oral Questions, but limit Questions on Cabinet Statements instead • Analyse questions asked and consider whether they should have been asked • No change to number of questions allocated per group • Opposition member questions should be taken first (NB. Current rules provide for this) • Members of ruling group(s) should have no questions or submit written questions only 	<ul style="list-style-type: none"> • Introduce a requirement that questions must be on budget or policy, and must not relate to matters affecting one ward only
<p><u>Supplementary Questions</u></p> <p><i>[No statutory requirement; custom and practice in Cardiff for two supplementary]</i></p>	One supplementary is allowed from the Questioner and one further supplementary from a Member who does not	<ul style="list-style-type: none"> • No supplementary questions needed • 1 supplementary question is sufficient 	<p>Allow only one supplementary from the original Questioner</p> <p>(remove provision for a further supplementary question)</p>

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	belong to the same Group as the Questioner.		
<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>	20 Motions per year allocated proportionally with a minimum of 2 motions per Group	<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) • Exclude Motions which relate to national matters where Cardiff Council has no genuine influence (NB. Current rules require that Motions must relate to matters for which the Council has responsibility and which affect Cardiff) • Should relate to Council policy or budget • Should be renamed as 'Opposition Business' and given a half hour to one hour time slot 	<ul style="list-style-type: none"> • Reduce the maximum number of Motions per year to 18 or 16 (dependent on the number of meetings per year agreed above, ie. 18 Motions if we retain 9 meetings per year; or 16 Motions if we reduce to 8 meetings per year) • Introduce a maximum of 2 Motions per meeting • Retain current allocation provisions • Consider whether to tighten the rules to require that Motions must relate to Council policy or budget issues
<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</p>	<ul style="list-style-type: none"> • Chair to have more discretion to limit time for speakers (NB. Chair already has this - currently has power to refuse or restrict a Member's right to speak) • Limit time for speakers to 2 minutes • Reduce proposers time limit to 4 minutes; 2 minutes for seconder; and 2-3 mins for response 	<ul style="list-style-type: none"> • Reduce speakers' time limits to: <ul style="list-style-type: none"> - Proposer 4 minutes; - Seconder / general speakers 2 minutes <p>(Other than for Budget Council)</p>

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	<p>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"> • Introduce a word limit • No change to budget debate timings • Agenda planning to agree time allocation for each business item and the number of questions • Conduct of debate needs better management – by ordering into speakers for / against, to ensure all views can be expressed • Cabinet Members should only speak on matters within their portfolio 	