

**FULL COUNCIL MEETINGS – COMPARISON**

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

<sup>1</sup> Discounting the Annual meeting and merging the Extraordinary meetings on 17 March into a single meeting

APPENDIX B

<p><b>Budget meeting – any different arrangements</b></p>	<ul style="list-style-type: none"> <li>- Starts at 2pm</li> <li>- More flexibility around the length of the meeting, timing of speeches and consideration of amendments, but doesn't generally take more than 5 hours</li> </ul>	<p>Finance spokesperson and opposition finance spokesperson are allowed to speak for 20 minutes</p>	<ul style="list-style-type: none"> <li>- Maximum of 45 speakers allocated proportionally between political groups</li> <li>- 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</li> <li>- Exclusion of Ordinary Motions and Questions (Oral and Written)</li> </ul>
<p><b>Business considered</b></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"> <li>- Presentations on topics of the moment which can be varied, may be outside speakers or staff</li> <li>- Other than that just business required to come through Council</li> </ul>	<ul style="list-style-type: none"> <li>- Cabinet statements, questions and debate</li> <li>- Oral Questions to the Leader, Cabinet members and Committee Chairs</li> <li>- Green Papers for debate on policy proposals</li> <li>- Ordinary Motions</li> <li>- Public Questions</li> <li>- Petitions</li> <li>- Reports to Council on statutory business</li> </ul>