

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	AUDIT AND GOVERNANCE COMMITTEE	28 SEPTEMBER 2023	9
<b>CONSTITUTION AMENDMENTS</b>			

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

#### RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources (Councillor Ellie Gaunt).

#### PURPOSE OF THE REPORT

In Part 4, Procedure Rules, the constitution prescribes the order of items on an ordinary Council meeting agenda. As part of the review of the constitution, the order was altered to accommodate a request that public questions were heard first.

The order of business at council meetings is not prescribed but the current procedure rules are ambiguous as they infer that the ordering of the council agenda takes place in a prescribed manner. To provide greater clarity a revision to the procedure rules is suggested by Councillor Buckley, Council Leader. This proposed revision is set out within the report.

#### RECOVERABILITY

This decision is not recoverable because it relates to:

- A recommendation to the council or to any other committee or sub-committee of the council

#### RECOMMENDATIONS

To recommend to Council to amend procedure rule 4.3 of the Constitution in relation to the proposed order of items for ordinary meetings of the Council.

### REPORT

1. In Part 4, Procedure Rules, the constitution sets out business that would usually be considered as part of an ordinary Council meeting.
2. The constitution does not set out the order for items to appear on an agenda, although it is accepted good practice to place procedural items, such as taking declarations of interest and the approval of minutes, at the start of an agenda, followed by items where public involvement or speakers are involved as near to the front of the agenda as possible.

3. The leader of the council has asked the committee to consider recommending a change to procedure rule 4.3, as set out below (omitted or relocated words struck through, new words or words in new places highlighted, numbering to be amended):

*Ordinary Meetings*

*The Council will agree a schedule of ordinary meetings of the council before the last ordinary meeting before the annual meeting in each year. ~~Ordinary meetings will~~ It is usual for the order of business at council meetings to be as follows:*

- i. elect a person to preside if the Mayor and Deputy Mayor are not present;*
- ii. receive any declarations of interest from members;*
- iii. approve the minutes of the last meeting;*
- iv. receive any announcements from the Mayor and/or the Chief Executive;*
- v. deal with any written questions from members of the public submitted under Article 15;*
- vi. deal with any questions from members of the council submitted under rule 9;*
- vii. consider notices of motion in the order in which they have been received*
- viii. deal with any business from the last Council meeting;*
- ix. consider any business specified in the summons to the meeting;*
- x. consider any recommendations and/or reports from committees;*
- ~~*xi. consider notices of motion in the order in which they have been received;*~~
- ~~*xii. consider any other business specified in the summons to the meeting; and*~~
- xiii. hear any report from a member who represents the council on any outside body on the work of that body or any issue arising from the council's involvement with it (such reports and any subsequent questions to be limited to a maximum of two per meeting and five minutes per report).*

4. The amendments are intended to set out a usual order of business for ordinary council meetings, which will allow council meetings to flow naturally, whilst ensuring that the public are given priority.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

IMPLICATIONS	
Finance	None arising from this report
Legal	The changes would set out an expected order of business for ordinary council meetings, which would correspond with current custom and practice. The changes are consistent with good governance.
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report

Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

SUMMARY OF PREVIOUS DECISIONS	
None pertaining to this matter.	

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
None		

LEAD AUTHOR	CONTACT DETAILS	DATE
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