

**FULL COUNCIL**  
**8 July 2025**

**PART I**

**Proposed Amendments to the Constitution  
(ADCCC)**

**1. Summary**

- 1.1 Items presented at Full Council meetings are unfortunately rarely completed in their entirety. Officers therefore propose to make some amendments to the Council Constitution, specifically, Part 4, Council Procedure Rules.

**2. Recommendation**

- 2.1 That Full Council approve the constitutional amendments as set out in paragraphs 3.4.1 to 3.4.19 below.

**3. Details**

- 3.1 Items presented in an agenda at Full Council meetings are rarely completed in their entirety. This is largely due to the extraordinary number of written questions, answers and subsequent supplementary questions.
- 3.2 The large volume of questions creates excessive work for officers with hours spent coordinating replies prior to each Council Meeting. There is a need to be more efficient, and to ensure that the agenda for Council Meetings are completed.
- 3.3 Therefore, it is proposed to make some amendments to the Council Constitution, specifically Part 4, Rules of Procedure. This should improve time management and thus allow sufficient time for Members to consider all proposed items listed in an agenda.
- 3.4 The existing version of the Constitution can be found on the Council website if required. All proposed amendments are shown as track changes in appendix one. A summary of the proposed amendments are listed below using the relevant reference numbers as shown in the proposed new constitution at appendix one.
- 3.4.1 Rule 4(5) – the inclusion that the Chair has discretion to adjourn the meeting for a 10-minute comfort break if required.
- 3.4.2 Rule 6(4) – the inclusion that any proposed amendments to motion or agenda items must be presented to the committee team by 5pm on the Thursday before the meeting, i.e. 72 working hours before the Council meeting. The proposed amendments should also be sent to all Group Leaders. Later amendments may still be allowed, even if they are raised directly at Council meetings, however, it is encouraged that prior notice is given to Members and Officers by 6pm at the latest on the day before the Full Council meeting (Monday).
- 3.4.3 Rule 8(1) – the inclusion that minutes following the meeting will be presented to each Group Leader for comments within seven working days.
- 3.4.4 Rule 14 – to remove reports and questions to Chairs of Audit, Planning, Licensing and Regulatory Service Committees.

- 3.4.5 Rule 14(2) – the inclusion that each opposition group will be allowed to submit three written questions to the Full Council Meeting. Each group will prioritise their questions in order of importance. Any non-group Member will be allowed one question.
- 3.4.6 Rule 14(5) - the inclusion that the Lead Member will have a time limit of three minutes to respond to supplementary questions.
- 3.4.7 Rule 14(6) – the inclusion that when all supplementary questions to first-choice questions have been answered, each group will then be allowed to ask a supplementary question to their second-choice question. The same will apply for the third-choice question. Supplementary questions for written answers will be subject to an overall time limit of 30 minutes. Once that time has been exhausted there will be no further time allowed for discussion except to complete the question currently being discussed.
- 3.4.8 Rule 14(8) – the inclusion that Lead Members when presenting their report will be allowed to speak for no more than three minutes. Once all reports have been presented, any Member (except for the administration) may ask questions on the written and/or oral report or any matter relating to the relevant Lead Member portfolio. However, this should be limited to two questions only per group and should be for no longer than one minute for each question. Any non-group member will be allowed one question for no longer than one minute. The Lead Member will then have three minutes to provide an answer for each question.
- 3.4.9 Rule 15(2) – change the requirement that questions must be submitted 8 working days before publication of the agenda rather than 8 working days before the meeting.
- 3.4.10 Rule 15(4) – inclusion of time limits imposed should the Chair grant permission for a supplementary question.
- 3.4.11 Rule 16(4) – change in the time given to Members to speak when moving a motion from seven minutes to five minutes. Also, that Members shall not speak for more than three minutes (a change from four minutes).
- 3.4.12 Rule 16(12) – that the mover of a motion at the close of the debate be given three minutes rather than four minutes.
- 3.4.13 Rule 16(18) – that vaping be included as not permitted in the Council chamber.
- 3.4.14 Rule 17(1) – the inclusion that the administration will present their budget first and that the seconder may reserve their right to speak later in the debate for up to five minutes.
- 3.4.15 Rule 17(2) – that any alternative budget proposed be allowed 10 minutes to present their budget rather than 15 minutes. Also, that the seconder of an alternative budget can reserve their right to speak later in the debate for up to five minutes.
- 3.4.16 Rule 17(3) – that members may only speak once during the debate for no longer than three minutes, rather than five minutes.
- 3.4.17 Rule 18(1) – the inclusion that signatories must reside or work in the district. Also, that rather than Group Leaders determining which Committee a petition should be presented, that the Monitoring Officer shall determine which Committee a petition will be presented.

3.4.18 Rule 18(2) – the inclusion that petitions should be received at least 8 working days before the committee meeting to be included on the agenda. If a petition relates to a matter on the published agenda and has not already been presented in the previous 6 months then providing it is received by Officers at least 24 hours prior to the meeting, it will be considered at the service committee meeting.

3.4.19 Rule 18(5) – confirmation of what will happen once a petition has been presented.

#### **4. Options and Reasons for Recommendations**

4.1. To approve the proposed amendments to the Constitution in order to improve time management when considering the items listed within an agenda.

4.2. Should Members refuse the proposed changes, this will mean that Full Council meetings will continue under the current arrangements and will likely be less efficient as some important items in the agenda may not be considered.

#### **5. Policy/Budget Reference and Implications**

5.1 The recommendations in this report are within the Council's agreed policy and budgets.

5.2 The recommendations in this report do not impact on the achievement of specific performance indicators

#### **6. Financial, Legal, Staffing, Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

6.1 None specific.

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Appendix 1- Proposed amendments to the Constitution, shown as track-changes.