

Recommendations from Constitution Sub Committee

Rule 14- Reports and Questions

Rule 14 to cover the following and replace previous requirements for reports and questions

1. Lead members and Leader to provide a written reports to be circulated with the agenda as per current Rule 14 (5).
2. Such reports to be noted and taken as read without discussion at Council as per current Rule 14(5).
3. Only oral updates are allowed by the Leader on any matters that may have changed or matters of urgency since the published report (time limited to 3 minutes) and other reports only if published information is inaccurate. Other updates to be provided to the Committee Team by 9am on the day of the meeting, notified to the Chair and circulated to all Councillors by 10am on the day of the meeting.
4. Councillors Question Time to allow for one oral question and one supplementary question per Councillor at each Council meeting to the Leader/Lead Member - 1 minute allowed per question and to allow 3 minutes for the supplementary answer to the oral question. Question to relate to the Leader/Lead Member area of responsibility or the report submitted. Questions can only be to the Leader/Lead Members.
5. Written questions and answers to be published with the summons and to be subject to the 10 working days before the summons is published timescales and for the questions and responses to be included in the published minutes. Supplementary questions on the published answers to be accepted provided they are received by 9am on the day of the meeting and to be published after sign off from the Leader/Lead Member 10 working days after the meeting with the minutes.
6. If the subject matter of the written question and answer is already in the public domain, i.e. on the Council website then such questions be excluded from the summons/minutes and the Member informed.
7. If the written question has been asked in the last calendar year to an officer/or at council it cannot be asked again. NOTE: Officers checking the practicality of this.

Rule 6- Order of Business

- (1) The Order of Business at every ordinary meeting shall be:
 - (a) To choose a Member to preside if the Chair and Vice-Chair be absent.
 - (b) Apologies for absence.
 - (c) To confirm as a correct record the Minutes of the previous meeting of the Council which shall then be signed by the Member presiding at the meeting.
 - (d) Chair's announcements.
 - (e) Receive any petitions under procedure Rule 18.
 - (f) Questions from the public under procedure rule 15
 - (g) Business required by statute to be dealt with before any other business.
 - (h) To deal with any other business specifically required by law.
 - (i) Recommendations of the Policy & Resources Committee (including budget-setting recommendations).

(j) To deal with any other recommendations.

(k) To deal with any other business specified in the Summons.

(l) To receive reports from the Leader and Lead Members.

(m) Question Time for Councillors - Questions to Leader/Lead Members only 1 question per Councillor and one supplementary question

(n) To consider notices of motions (Rule 11).

(2) The order of business under items (g) – (m) can be changed by the Chair or by a resolution passed on a motion (which need not be in writing) duly moved and seconded and put to vote without discussion. The Chair shall have the ability to move without discussion any items required to be considered under Section 100A of the Local Government Act 1972 with the press and public excluded to any stage of the meeting after item (f) to ensure that such business is concluded before the close of the meeting.

(3) If in accordance with Rule 1 the above business (a) to (k) and any items under Section 100A of the Local Government Act 1972 are not concluded by the set time, that business shall be adjourned to a time fixed by the Chair at the time the meeting is adjourned, or, if they do not fix a time, to the next ordinary meeting of the Council. Item (l) will be taken as read and added to the minutes but items (m and n) shall fall and not be considered.