

**CHILTERN DISTRICT COUNCIL  
FULL COUNCIL  
25 FEBRUARY 2015**

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*Background Papers, if any, are specified at the end of the Report*

**REVISED FORMAT FOR MEETINGS OF FULL COUNCIL**  
*Contact Officers: Joanna Swift (01494 732761)*

**RECOMMENDATIONS**

**That the revised format for ordinary meetings of Full Council proposed by Governance and Electoral Arrangements Committee be agreed with effect from the start of the 2015-16 municipal year and Council Procedure Rules be amended accordingly**

**1 Purpose of Report**

- 1.1 This report seeks Council approval to changes in the format of full Council meetings proposed by the Governance & Electoral Arrangements Committee.

**2. Background**

- 2.1 Options for changes to meetings of full Council have been considered by Constitution Review Committee and Governance & Electoral Arrangements Committee with the aim of increasing interest and public engagement with Council meetings. These included:-

- Questions with notice (Public Questions) with an allotted time period for questions to be answered
- Criteria for submitting questions e.g. Relevance to the area; submission date prior to the meeting; compliance with a protocol; oral presentation of questions at the meeting and the permission of a supplementary question
- A programme of speakers to Council e.g. Paradigm, with an allotted time period for presentations
- Incorporating the Chief Constable's Q & A session into a future Council meeting
- Reports on the recommendations made by Cabinet and Committee to Council rather than receiving recommendation in minutes

- 2.2 Governance & Electoral Arrangements Committee also considered a mock Council Agenda and discussed the style of future Council agendas. It was agreed that Council Procedure Rules be amended to reflect the proposed changes.

**3. COUNCIL PROCEDURE RULES - ORDINARY MEETINGS OF THE COUNCIL**

- 3.1** Council is asked to agree the changes to the Council Procedure Rules shown in bold below to the format of ordinary meetings of Full Council as recommended by Governance & Electoral Arrangements Committee, with effect from the start of the 2015/16 municipal year..

**Timing and order of business**

Ordinary Meetings of the Council will take place not less than six times in each municipal year in accordance with a programme determined at the Council's Annual Meeting. Ordinary Meetings will:-

- 1) elect a person to preside if either the Chairman and Vice-Chairman is not present;
- 2) deal with any item required by statute to be dealt with before any other item;
- 3) to approve as a correct record and sign the minutes of the last meeting of the Council;
- 4) receive any declarations of interest from members arising out of any item set out in the summons convening the meeting;
- 5) receive any announcements from the Chairman, Cabinet Leader or Head of the Paid Service;
- 6) dispose of any business carried over from a previous meeting;
- 7) **to receive a presentation from relevant individuals and/or organisations, including Thames Valley Police as applicable and agreed, in advance of the meeting by the Chairman on a subject area relevant to the work of the Council or pertinent to an current issue for the Council. *It is not necessary to have a schedule of speakers for the municipal year as it may be appropriate to invite specific speakers on topical issues arising during the year;***
- 8) receive and consider the reports and recommendations of Committees of the Council in date order of the meeting. **A Minute Pack of the full set of meetings be made available separately for members' information;**
- 9) receive and consider the recommendations of the Cabinet and receive questions and answers on any of those minutes and recommendations in accordance with Rule 8 of these Procedural Rules;

- 10) receive and consider any reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1 of these Procedural Rules;
- 11) to receive questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee asked under Rule 9.2 of the Council Procedural Rules;
- 12) to receive questions without notice from any member of the Council to the Cabinet Leader, individual Cabinet Members or Committee Chairmen in accordance with Rule 9.1 of the Council Procedure Rules;**
- 13) to receive petitions and/or deputations from members of the public including provisions allowing members to ask questions of clarification at the discretion of the Chairman and restrictions on deputations covering the same subject or by the same speakers;**
- 14) receive any reports about and receive questions and answers relating to any joint arrangements or external organisations;
- 15) consider motions;
- 16) consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's Budget and Policy Framework and reports of the Chairman of the Scrutiny Committee for debate; and
- 17) consider any other items of business set out in the summons convening the meeting.

#### **4. Next Steps**

Following approval of the above changes, the Head of Legal & Democratic Services will arrange for the Council Constitution to be amended and for the revised format to be implemented from the commencement of the 2015-16 municipal year.

*Background Papers: None*

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