

**CHILTERN DISTRICT COUNCIL
GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE
12 FEBRUARY 2015**

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

REVIEW OF FORMAT OF FULL COUNCIL

Contact Officers: Joanna Swift (01494 732761) AND Lesley Blue (01494 732010)

RECOMMENDATIONS

That the Committee consider and comment on the report, and recommend that the amended Council Procedure Rules, as attached, be agreed.

1 Purpose of Report

- 1.1 This purpose of this report is to provide members with an update on the progress of changes to the format for full Council meetings as previously considered by the Governance & Electoral Arrangements Committee.

2. Background

- 2.1 At the meeting of the Constitution Review Committee held on 2 July 2014 options for change in respect of full Council meetings had been considered with the aim to improve the interest and public engagement with Council meetings. Particular options considered were:-
- Questions with notice (Public Questions) with an allotted time period for questions to be answered
 - Criteria for submitting questions eg. Relevant to the area; submission date prior to the meeting; complies with protocol; oral presentation of questions at the meeting and the permission of a supplementary question
 - A programme of speakers to Council eg. Paradigm, with an allotted time period for presentations
 - Incorporate the Chief Constable Q & A session into a future Council meeting
 - Report on recommendations rather than minutes to Council
- 2.2 At the meeting of the Governance & Electoral Arrangements Committee held on 10 December 2014, a mock Council Agenda was considered. The Committee discussed the structure of future Council Agendas and 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 Members are required to consider the following changes to the Council Procedure Rules to amend the format of Council meetings. The amended format was proposed to commence at the first meeting of the 2015/16 municipal year after Annual Council.

3.2 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 individual or organisation as 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 for 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) to receive an annual report from the Chief Constable at an appropriate meeting of Council during the year;
- 9) receive and consider the reports and recommendations of Committees of the Council in date order of the meeting, but that a Minute Pack of the full set of meetings be made available separately for members' information;
- 10) 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;

- 11) 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;
- 12) 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;
- 13) 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;
- 14) 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;
- 15) receive any reports about and receive questions and answers relating to any joint arrangements or external organisations;
- 16) consider motions;
- 17) 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
- 18) consider any other items of business set out in the summons convening the meeting.

4. Next Steps

Following consideration of the above changes, the Head of Legal & Democratic Services arrange for the Council Constitution to be amended in accordance with agreed changes and that the revised format be implemented at the commencement of the 2015-16 municipal year.

Background Papers: None
