

APPENDIX A

APPENDIX A

Summary of proposed amendments to Standing Orders for meetings (Part B of the constitution)

SO No. (current)	SO subject area	Summary of proposed change
1-14	Procedures for Council meetings	Procedures for Council meetings - insertion of 'FULL' before 'COUNCIL' in the heading for SOs 1 to 14 to clarify that they refer to meetings of the Full Council.
6(1)	Order of business for Council meetings	<p>Declaration of interests to be the first agenda item (unless an election of Chair is required). This would cover the possibility, albeit a remote one, that a Member may wish to declare an interest in:</p> <ul style="list-style-type: none"> • 'any business required by statute to be done before any other business'; or • 'to approve as a correct record and sign the minutes of the last meeting of the Council'. <p>This would mirror the order of business for committee meetings but would not prevent a Member from declaring an interest at a later stage in the meeting (e.g. if such interests only then become apparent).</p>
6(2)	Annual Policy Statement (at the Annual Council meeting)	The purpose of the Annual Policy Statement item at Annual Council is to enable the Administration (if it wishes) to present its policy objectives for the coming year and for a spokesperson from each of the other Political Groups to respond. At present, the relevant SO also states that, " <i>a vote shall be taken</i> ". However, the need for any such vote is doubtful as there is no decision to be made. It is therefore suggested that provision for a vote be removed.

SO No. (current)	SO subject area	Summary of proposed change
7	Free standing motions to Council	<p>Addition of a new sub-clause (5) which would incorporate the current Standing Order 29, "<i>Recission of preceding Council resolution</i>" which, as currently drafted, appears to lack clarity in terms of when the so called, 'six-month rule' should be applied. The suggested incorporation within SO 7 would confirm the limit of its application to free standing motions to Council (which was probably the original intention) i.e.</p> <ul style="list-style-type: none"> • where such a motion has been passed, it would not be possible for a Councillor to submit a further motion to Full-Council to rescind it within six months, unless supported by one-third of the Council's membership; and • where a free standing motion has been rejected by Full Council, it would not be possible for a Councillor to submit a further motion to Full Council to the same effect within six months, unless supported by one-third of the Council's membership.
8	Notice of amendments to free standing motions or Committee / Sub-Committee recommendations at Council	The proposed revisions seek to clarify the process whereby Full Council could refer a Committee resolution back to the Committee. It specifies that such a proposal shall be treated as an amendment to the motion <i>to receive the 'minutes and report'</i> of the associated committee meeting (such motions are typically moved and seconded at Full Council by the Chair and Vice Chair of the respective Committee). For the sake of simplicity, the cross reference to SO 12(6) would no longer attempt to duplicate the wording of 12(6) .
8, 11(3) 30	<p>Full Council - submission of notice by Members of amendments etc and intentions to speak on Committee minutes</p> <p>Submission of questions to Full Council / Committee meetings</p>	Relevant communications to be submitted to 'Democratic Services' as opposed to the Chief Executive. (Democratic Services would then inform the Chief Executive and other appropriate senior officers as a matter of course).

SO No. (current)	SO subject area	Summary of proposed change
9	Motions and amendments which may be moved without notice	<p>The existing 9(4), <i>“Remission to a Committee”</i> would be amended with clearer wording, i.e. <i>“Referral of a free-standing motion (under Standing Order 7) to a Committee”</i>.</p> <p><i>“Remission to a Committee”</i> could have been interpreted as referring a committee resolution back to the committee. The suggested revision to SO8 above would clarify that such ‘refer back’ proposals cannot be moved at Council without notice and must be submitted by 5pm on the day before.</p> <p>The following four potential motions, currently listed among those which can be moved without notice, would be deleted as their application no longer seems relevant:</p> <ul style="list-style-type: none"> • That an item of business specified in the summons has precedence • Appointment of a Committee or Members thereof, occasioned by an item mentioned in the summons to the meeting • Authorising the sealing of documents • Giving consent of the Council where the consent of the Council is required by these Standing Orders. <p>Minor amendments, with clearer wording, would be used for the following potential motions:</p> <ul style="list-style-type: none"> • replace <i>‘the question be now put’</i> with <i>‘a vote shall now be taken’</i> • replace <i>‘the debate be now adjourned’</i> with <i>‘to adjourn the debate’</i>” • replace <i>‘the Council do now adjourn’</i> with <i>‘to adjourn the meeting’</i>” • delete wording as follows, <i>‘Adoption of recommendations of Committees or officers and any consequent resolutions</i>

SO No. (current)	SO subject area	Summary of proposed change
11, 19	Vice-Chairs of Committees	It is recommended that the scope for appointing 2 nd Vice-Chairs be removed.
12 (1), 23 and 24	Proposers and seconders	<p>Clarification that proposers or seconders of motions:</p> <ul style="list-style-type: none"> • can do so via Zoom (i.e. they do not have to be physically present in the meeting room); but • must be members of the relevant Committee, Sub-Committee or Working Group.
13, 25	Voting at Council and Committee / Sub-Committee meetings	<p>Clarification of the statutory requirement for Members to be physically present in the meeting room to vote.</p> <p>Requirement for Members requesting a recorded vote at Full Council to be physically present.</p>
14, 19, 21, 24, 25	Working Groups	<p>Formal recognition of Working Groups, including their appointment by parent committees, the need to elect a Chair at the first meeting of each Municipal Year and clarification that:</p> <ul style="list-style-type: none"> • Working Groups have no decision-making powers; • Working Groups should be politically balanced; • Councillors who are not members of a Working Group would require the consent of the Chair to attend and speak at a meeting • Other procedural arrangements for Working Group meetings, if not already prescribed by the parent committee or specified elsewhere within Standing Orders, shall be at the discretion of the Chair.
17(5)	Restrictions on the delegation of powers to committees	Acknowledgement, via a new clause (iii), that committee resolutions are subject to the call-in procedure (defined in Part F of the Constitution).

SO No. (current)	SO subject area	Summary of proposed change
19	Members to preside over any urgent business at Committee meetings held immediately after the Annual Council meeting.	Provision for a Committee to appoint another Member to preside over any urgent business at the meeting immediately after Annual Council in the event of both the newly elected Chair and Vice Chair of the Committee being absent.
22	Substitutes on Committees	Provision for each Political Group to appoint an additional named substitute on each Committee, i.e. from one (as at present) to two. This is intended to reduce the likelihood of Political Groups being underrepresented (or not represented at all) at meetings.
29	Recission of preceding Council resolution	Proposed deletion and incorporation within SO 7 (free standing motions to Council) – see above.
<p>Subsequent Standing Orders to be renumbered, subject to 'Questions at meetings' remaining as SO 30. The current SO 31 'Representations at meetings' would become SO 29. The other SOs currently numbered 32-43 would become 31-42.</p>		
30, 31 and 32	Questions and representations at meetings	<p>Provision to enable virtual attendees to ask questions / make representations / or present petitions under the relevant Standing Orders (including the right for residents etc to join Planning Committee meetings via Zoom to make representations regarding planning applications under the public speaking arrangements). Councillors might be on-line anyway, in which case it seems unreasonable to prevent them from reading out a SO30 question when they could speak to other agenda items. This would enable 'questioners' via Zoom to also ask supplementary questions..</p> <p>New clause (xiv) under SO 30(1) stating that, as per current practice, relevant questions and responses shall be recorded in the minutes.</p> <p>Acknowledgement that, during the consideration of Committee minutes at Full Council, any questions to Committee Chairs (SO 30(2)) are subject to the notice requirements of SO 11(3) (i.e., <i>"Any Member wishing to speak on any committee minute must [give notice] ... by 5pm on the working day before the Council meeting in question).</i></p>

SO No. (current)	SO subject area	Summary of proposed change
31 (1)	Representations at Planning Committee meetings	<p>Alignments with the Planning Protocol, i.e.</p> <ul style="list-style-type: none"> • a requirement to register wishes to speak by 4.30pm on the day of the meeting • provision for representatives of more than one Parish Council to speak on applications covering two or more parish boundaries.
35	General Urgency provision	Definition of 'Management Team' amended to 'Extended Management Team' to enable Heads of Service to take decisions on the grounds of urgency.
45	Recognition of Political Groups	Proposed removal of the stated obligations to provide relevant documentation and copying facilities to political groups. These clauses date back to before the Council even had a website and when paper copies of committee papers etc were delivered by Officers to Councillors' homes, hence reference to " <i>the Council's Member despatch system</i> ".
49	Amendments and printed copies to Members	Removal of the requirement to give a printed copy of the Constitution to each newly elected Member of the Council. Subject to any future Council resolutions to the contrary, such copies will, however, continue to be made available to Members on request.