

## **Report to Council**

**Subject:** Review of Council Procedure Rules

**Date:** 12 July 2023

**Author:** Head of Governance and Customer Services

### **Purpose**

To seek approval to establish a working group to support the review of the Council's Procedure Rules.

### **Recommendation(s)**

#### **THAT Council:**

- 1) Agrees to establish a cross-party working group of 6 Members to facilitate a review of the Council's Procedure Rules for Council within the Council's Constitution.**
- 2) Agrees that Business Managers or Group Leaders will send details of the two working group volunteers from their groups to the Monitoring Officer.**

## **1 Background**

- 1.1 Section 4 of the Council's Constitution sets out the Procedure Rules for Full Council. These rules provide the framework for the running of Council meetings and have been established in line with legislative requirements to ensure good governance at meetings and in decision making.
- 1.2 In March 2022, Council approved an updated Constitution following a complete review, which included some minor changes to the Procedure Rules for Council. The review of the Procedure Rules had been undertaken with a Member working group.
- 1.3 In October 2022, following external advice on Council meetings, a Motions Protocol was circulated to Members for consideration. External advisers recommended the adoption of the Motions Protocol in order to provide clarity on the content and procedural approach taken to motions and amendments at Council meetings. There was a limited response to the protocol. Feedback received on the protocol questioned its status in

relation to the Council's Procedure Rules. Whilst the protocol did not conflict with Procedure Rules it did provide additional advice and information around the legality and administration of motions which went beyond that contained in the Procedure Rules.

- 1.4 Following the response to the Motions Protocol it was considered that a full review of the Council's Procedural Rules with Members may be beneficial to ensure effective administration of Council meetings. This action has been included in service plans for the Monitoring Officer.

## **2 Proposal**

- 2.1 It is proposed that the Council's Procedure Rules be reviewed in order to ensure that they facilitate the efficient and lawful running of Council meetings and to provide clarity to members and the public on procedure.
- 2.2 In order to support this review, it is proposed that a cross party working group of 6 Members be established to consider amendments to the Procedure Rules proposed by the Monitoring Officer. On completion of the review any amendments to the Procedure Rules will be presented to Council for adoption.

## **3 Alternative Options**

- 3.1 Members could determine not to review Procedural Rules, however, the recommendation to review has come following external advice on previous council meetings.

## **4 Financial Implications**

- 4.1 There are no financial implications arising out of this report.

## **5 Legal Implications**

- 5.1 The Council's Procedural Rules follow requirements set out in the relevant local government legislation including the 1972 and 2000 Local Government Acts.

## **6 Equalities Implications**

- 6.1 There are no equality implications arising from this report.

## **7 Carbon Reduction/Environmental Sustainability Implications**

- 7.1 There are no carbon reduction/sustainability implications arising from this report.

## **8 Appendices**

- 8.1 None

**9 Background Papers**

9.1 None

**10 Reasons for decision**

10.1 To ensure efficiency and legality in the running of Council meetings.

**Statutory Officer approval**

**Approved by:**

**Date:**

**On behalf of the Chief Financial Officer**

**Drafted by the Monitoring Officer**