

### Summary of proposed changes to Council Standing Orders

In addition to general tidying up and reordering, updating and simplifying some of the language:

SO Reference	Change/proposal	Comment
4.3	There shall be a time limit of 3 hours on every meeting after which any outstanding business shall be adjourned to the next meeting. This Standing Order may be waived, for urgent business outstanding, under Standing Order No 33 by resolution passed by the council having been moved and seconded. The motion will be put without discussion	New SO to introduce a time limit on council meetings
12 Public Questions	The Question and the name of the person submitting it shall be included in the Summons.  No person or organisation may submit more than one question at any council meeting.	Currently SO 10
13. Petitions	Only one petition shall be considered at any meeting. Petitions shall be presented in the order in which notice of them is received by the Council.  The Title of the Petition and the name of the person submitting it shall be included in the Summons	Currently SO 10  [SEE COMMENT IN COVERING REPORT]
14. Questions to Executive Leader	With the exception of the Annual and Extraordinary Council Meetings, a period of thirty minutes shall be allocated at each Council Meeting for members of the Council to ask questions without notice of the Executive Leader of the Council. If the Executive member is unable to reply he may provide a written answer within 3 working days.  No member may submit more than one question at any council meeting.  The Mayor shall determine the order in which questions are taken.	New SO to supplement existing opportunities for questions.

SO Reference	Change/proposal	Comment
	<p>Questions shall either relate to the powers and duties of the Council or affect the Borough in some way.</p> <p>Questions which relate to matters for which questions may be asked under Standing Order No's 15 – 18 or for which a written question has been received under Standing Order No. 19 shall be excluded.</p> <p>No discussion will be allowed following questions under this Standing Order</p>	
15. Questions to Executive members on delegated matters	A Member may ask not more than one question on any particular record of decision and the Executive Member shall reply to that question before taking any further questions	Currently SO 18. To assist with management of meeting
16. Consideration of Cabinet minutes and Cabinet reports requiring approval	A Member may ask not more than one question on any particular minute or report and the Executive Member shall reply to that question before taking any further questions	Currently SO 14 and 16 To assist with management of meeting
17. Questions to Scrutiny Chairs on delegated matters	A Member may ask not more than one question on any particular minute and the Scrutiny Chair shall reply to that question before taking any further questions.	Currently SO 15. To assist with management of meeting
18. Consideration of Scrutiny minutes and Scrutiny Committee reports requiring approval	A Member may ask not more than one question on any particular minute or report and the Scrutiny Chair shall reply to that question before taking any further questions.	Currently SO 15. To assist with management of meeting
19. Questions other than those raised under Standing Order No's 14-18	<p>If at least three working days before the date of the Council meeting notice in writing is given to the Chief Executive,</p> <p>(a) members may ask the Mayor or an Executive Member any question which is relevant to the Council's powers or duties or which affects the Borough in some way, including questions to Executive Members on portfolio</p>	<p>Currently SO 20.</p> <p>Clarifies current position.</p> <p>Need for urgent questions is removed following introduction of Questions to Leader.</p>

SO Reference	Change/proposal	Comment
	<p>matters not referred to in the Minute Book for the meeting at which the question is to be asked.</p> <p>(b) members may ask a Committee Chair questions relating to decisions of their Committee which appear in the Minute Book at the meeting at which questions are asked.</p> <p><del>With the approval of the Mayor, members may put to him/her or to Cabinet Members, urgent questions provided that the Chief Executive has received written notice by 9.00 a.m. on the day of the Council Meeting.</del></p>	
21. Notice of Motion	All notices of motion should be received in writing by the Chief Executive not later than midday on the 8 <sup>th</sup> working day before the date of the Council Meeting at which they are to be considered.	Currently SO 12 Consistent approach to use reference to working days. Currently says at least 9 days
	If a submitted motion is similar to one which has been rejected by the Council less than two meetings earlier it will not be included in the summons	Currently says less than 3 months earlier.
	<p>No more than one Notice of Motion shall be considered at any council meeting. Motions shall be considered in the order in which they were received.</p> <p>There shall be a time limit of 60 minutes for debate of Notices of Motion. If after this time the motion has not been dealt with by way of a vote or other procedural motion it shall immediately be put to the vote without further debate or amendment.</p>	New To assist with management of meeting
23 Rules of Debate: 23.4 Length and Content of speeches	With the exception of the mover of the annual budget motion and the Leaders of the Minority Groups responding to the annual budget motion, no-one shall speak for more than <u>five minutes</u> on any motion unless the Council allows him/her to do so under Standing Order No 22(e).	Currently ten minutes.

SO Reference	Change/proposal	Comment
23.6 Amendments to Motions	(b) Unless notice of the amendment has been given, the Mayor may require it to be to be given to him/her in writing and signed by the mover before it is debated.	New To assist with management of meeting
23.7 Right of Reply	<p data-bbox="502 436 1075 504">23.7 (i) <u>Right of Reply- Proposer of Original Motion only</u></p> <p data-bbox="502 548 1075 683">At the end of the debate on the original motion, immediately before it is put to the vote the mover of the original motion has a right of reply</p> <p data-bbox="502 728 1075 795">23.7 (ii) <u>Right of Reply- Upon amendment to Motion</u></p> <p data-bbox="502 840 1075 1086">The mover of every substantive motion has a right of reply. If an amendment is moved, the mover of the original Motion shall have a right of reply at the close of the debate on the amendment, and may not otherwise speak on the amendment.</p> <p data-bbox="502 1131 1075 1243">The mover of the amendment has no right of reply to the debate on his amendment.</p> <p data-bbox="502 1288 1075 1579">When an amendment has been carried and a debate ensues on a further amendment, the right of reply to that further amendment shall be exercisable by the mover of the successful amendment, and not by the mover of the original Motion which it has replaced.</p> <p data-bbox="502 1624 1075 1870">At the end of a debate on an amendment to a motion and immediately before it is put to the vote the mover of the substantive motion (either the original motion or the amended motion) may exercise a right of reply.</p> <p data-bbox="502 1915 1075 2004">This right of reply is confined to answering arguments or objections which have arisen during the debate.</p>	Clarification of Rules