



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 25th October, 2012 at 10.00 am

MEMBERSHIP

Councillors

A Blackburn	-	Farnley and Wortley;
J Blake	-	Middleton Park;
R Finnigan	-	Morley North;
S Golton	-	Rothwell;
P Gruen	-	Cross Gates and Whinmoor;
G Latty	-	Guiseley and Rawdon;
J Lewis	-	Kippax and Methley;
A Lowe	-	Armley;
E Nash	-	City and Hunslet;
J Procter	-	Wetherby;
M Rafique	-	Chapel Allerton;
K Wakefield (Chair)	-	Kippax and Methley;

Agenda compiled by:
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LEEDS LS1 1UR
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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive as a correct record the minutes of the meeting held on 30th August 2012.</p>	1 - 8
7			<p>REVIEW OF COUNCIL MEETINGS</p> <p>To receive a report of the Chief Executive considering proposals arising from discussions with the Group Whips, who have met to review and to address areas of concern following the new arrangements at Council meetings.</p>	9 - 38

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Agenda Item 6

GENERAL PURPOSES COMMITTEE

THURSDAY, 30TH AUGUST, 2012

PRESENT: Councillor K Wakefield in the Chair
Councillors A Blackburn, M Dobson,
S Golton, P Gruen, G Latty, T Leadley,
J Lewis, A Lowe, E Nash, J Procter and
M Rafique

Apologies Councillor J Blake and R Finnigan

12 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

13 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

14 Late items

There were no late items submitted to the agenda.

15 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests although Councillor Latty declared an interest in respect to Item 12, minute 23 refers.

16 Apologies for absence

Apologies for absence were received from Councillor Blake and Councillor Finnigan.

17 Minutes of the previous meeting

RESOLVED – That the minutes of the General Purposes Committee meeting held on 25th June 2012 be approved as a correct record.

18 Deputation to full Council - Falun Gong

The Head of Governance Services presented a report of the Director of Resources which considered the deputation received by full Council on 11th July 2012 from Ms Man regarding practitioners of Falun Gong and the Council's response to it.

RESOLVED - Members of the General Purposes Committee resolved to:

(a) note the issues raised by Ms Man;

(b) request that the Chief Executive:-

write to Ms Man on the Council's behalf thanking her for her presentation;

bring the issues raised by Ms Man to the attention of the Foreign and Commonwealth Office; and

(c) reaffirm unequivocal support for the right of freedom of expression and views with concern any actions that may deny this basic human right.

19 Proposed amendments to the Members' Code of Conduct arising from DCLG Guidance

The Head of Governance Services presented a report of the City Solicitor introducing Members to recent guidance issued by the Department of communities and Local Government concerning Members' personal interests.

Specific attention was drawn to aspects of the guidance that prevent any form of participation by a Member at a meeting where the business relates to a matter in which they have a disclosable pecuniary interest; this being a departure from previous arrangements whereby a Member was permitted to make representations and answer questions provided the public also had those rights.

Members acknowledged that the Leeds Members' Code of Conduct was now out of line with the recently published government guidance.

Members also considered a proposal for future amendments to the Members' code of Conduct to be recommended by the Standards and Conduct Committee directly to full Council, rather than such recommendations being made by General Purposes Committee.

RESOLVED – Members of the General Purposes Committee resolved:

(a) To recommend to full Council that the proposed amendments to the Members' Code of Conduct as set out at Appendix 2 to the report be approved;

(b) To not support proposals to alter the process by which recommendations to amend the Members' Code of Conduct are made to full Council; and

- (c) That concerns expressed by Members regarding the restrictions now placed on Members be brought to the attention of DCLG.

20 New Regulations regarding meetings of the executive and access to information

The Head of Governance Services presented a report of the City Solicitor. The report outlined the new provisions introduced by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, to seek Members' views on proposed amendments to current practice, and to highlight any areas of risk to the authority.

RESOLVED - Members of the General Purposes Committee resolved to

- (a) note the implications of the new Regulations and officers' suggestions that clarification should be sought as to the scope and definition of 'executive decisions' from DCLG;
- (b) agree that the Council continue to produce a Forward Plan albeit within the revised 28 day notice period for Key Decisions prescribed by the Regulations;
- (c) recommend that full Council approve the proposed amendments to Article 12 in relation to the functions of the Head of Paid Service as set out at Appendix 2 to the report, and the amended terms of reference for the Standards and Conduct Committee as set out at Appendix 3 to the report; and
- (d) note the City Solicitor's intention, in consultation with Members, to amend the Constitution to give effect to the new Regulations and the amendments to current practice.

21 Review of Council Meetings

Councillor J Lewis presented a report of the Chief Executive seeking approval of recommendations to be put to full Council to introduce consideration a third White Paper to Ordinary meetings of Council.

Members agreed that it was important to keep 'back bench' Members engaged with Council meetings and that these proposals were a positive move towards that. It was confirmed that further consideration would be given to the success of the arrangements following the September full Council meeting.

Further to content of the report presented, the Head of Leeds Initiative and International Partnerships presented proposed arrangements for Leeds City Council State of the City Meetings 2012/13.

Members stressed the importance of partners getting a feel for Members' views on the various partnerships the Council has as well as Members understanding the views of external partners. Members also discussed the timings of the meetings.

RESOLVED - Members of the General Purposes Committee resolved to:

- (a) note the proposals contained in the report and recommend to Full Council the adoption of the new arrangements as set out at Appendix 1, (the new arrangements to be reviewed, following the Council meeting on 12 September 2012); and
- (b) agree that the revised arrangements be reviewed by the Committee during the course of the Municipal Year; and
- (c) that the second State of the City Meeting take place on 27th February 2013, at the conclusion of business necessary to agree the council's budget for 2013/14.

22 Community Governance Review recommendations on whether to increase the number of parish councillors for Scarcroft parish council

Councillor J Lewis presented the report of the Head of Licensing and registration which considered the Electoral working Group's (EWG) recommendations regarding the request from Scarcroft Council to increase the size of the Parish Council from 7 to 9 Councillors and the subsequent Community Governance Review to establish whether such an increase should be approved.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council that:

- (a) the size of Scarcroft Parish Council be increased from 7 to 9 Councillors;
- (b) the electoral arrangements as set out in Appendix A to the report be applied; and
- (c) in the interim the existing Parish Councillors cover the duties of the two new Parish Councillors until those vacancies tot the parish council are filled.

23 Community Governance Review recommendations on whether to create a new parish of Rawdon

Councillor J Lewis presented the report of the Head of Licensing and Registration. The report considered EWG's recommendations regarding the petition from electors in polling districts from the Horsforth, Guiseley & Rawdon and Otley and Yeadon wards and the subsequent Community Governance Review to establish whether a new parish for Rawdon should be created.

Councillor Latty made known to the committee that as a resident of Rawdon he would be impacted by the proposals and any precept payable.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council that:

- (a) a new parish and Parish Council for Rawdon be constituted, excluding the polling district OYG (from the original proposal contained in the petition received on 18 May 2012);
- (b) the precept for the new parish council be set at £40,000;
- (c) the electoral arrangements be as those set out in Appendix A to the report; and
- (d) the interim arrangements for the new parish are that the existing Local Government Ward Councillors act as parish councillors until vacancies to the new parish council are filled.

24 Webcasting Council Chamber Meetings

The Head of Governance Services presented a report of the Chief Officer Democratic & Central Services and the Chief Officer ICT Services. The report considered the introduction of webcasting for Council meetings and the likely costs and benefits to the introduction of webcasting were described.

Members considered the report and discussed the cost implications of the options presented to them. They also viewed this as a change to engage with the public and hoped that it could bring about greater understanding of what happens in full Council meetings.

Members also considered that a protocol on the recording of meetings should be established before webcasting takes place.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) agree to a trial webcasting of the November State of the City Council meeting as a one off event, subject to appropriate protocols concerning the application and use of the Webcasting system being drawn up in advance of the trial and agreed with Members;
- (b) That any decision to extend the trial to the 2013/14 Municipal Year being subject to General Purposes Committee's consideration of the outcome of the trial Webcast;

25 Review of Plans Panels

Councillor Gruen presented a report of the Director of City Development which proposed the establishment of a strategic plans panel with responsibility for making decisions on strategically significant planning applications for the district and for those city centre planning applications which are considered by Members. It also provided proposals for changes to the geographical areas covered by the other two panels, which takes account of recent application workloads, the need to achieve timely and predictable outcomes for major developments, the need to improve performance in the determination of major applications and the importance of securing involvement and participation in planning decision making by Members, local residents and other interest groups.

The Chief Planning Officer and the Head of Planning Services were in attendance to answer Member questions.

Members discussed the report in detail. Specifically Members raised questions about the meaning of 'Job Growth' in terms of defining a strategic planning application and that 'Significant Job Growth' would be a better term.

Members also had considerable debate over the need for a protocol to be in place prior to the establishment of a 'Strategic Panel'.

Consideration was also given to the name 'Strategic Panel' this name was rejected by Members who preferred the name of 'City Plans Panel'.

Members highlighted the importance of them being notified and involved in strategic planning applications that effect their wards during pre-application discussions.

The Head of Governance Services advised the Committee that the starting date for the new arrangements should take into account the scheduled meeting of the Plans Panel (West) on 13 September 2012.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) note the outcome of the review of the composition of the plans panels;

- (b) note and support the Executive Member's commitment to produce, at the earliest opportunity, and in consultation with Members from all political groups:
- a revised protocol for pre-application involvement, including Heads of Terms where there are legal agreements;
 - an action plan to take forward the suggestions made from the working party, as set out in paragraph 3.1.15 to the report
- (c) pending the revised protocol, instruct the Chief Planning Officer to urgently, (in the period leading up to the September Council meeting), seek cross-party consensus on an interim set of principles to govern how the panels will operate;
- (d) recommend full Council approve revised arrangements as set out in the report including:
- the Terms of Reference for a strategic plans panel (to be named the City Plans Panel) as set out at Appendix 1 to the report;
 - the Terms of Reference for Area Plans Panels as set out at Appendix 2 to the report – these being the North and East Plans Panel, and the South and West Plans Panel, the boundaries for which are shown on the attached appendix 2a to the report; and
 - an amendment to Article 8 of the Constitution to dis-apply the restriction on membership numbers to the proposed Strategic Plans Panel as set out at Appendix 3 to the report; and
- (e) review the operation of the revised plans panels arrangements 6 months after commencement.

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Report of the Chief Executive

Report to General Purposes Committee

Date: 25th October 2012

Subject: Review of Council Meetings

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

The annual meeting of Council in May 2012 adopted new arrangements for the operation of Ordinary Council meetings, in particular to allow for greater opportunities for Council to engage in activities linked to Community Leadership and for holding the Executive to account. These new arrangements were in place for the meetings of Council in July and September 2012.

Following each of these meetings, Whips from all political groups met to review the new arrangements and to address areas for improvement that have emerged.

The consensus amongst Whips is that the new arrangements have worked well, and, that the opportunity to further refine the arrangements in July and September has been valuable. However it is acknowledged that the agreed arrangements now need to be fully documented into Council Procedure Rules. This report presents Council Procedure Rules, amended to reflect the agreements that have been reached, for this Committee to consider and recommend to full Council for approval.

Recommendations

General Purposes Committee is asked to;

- a) consider the proposed refinements to Council day contained in this report;
- b) note the agreements reached by Whips regarding the administration of aspects of Council day;
- c) recommend that full Council approve the Council Procedure Rules as attached at Appendix 1.
- d) further review the success of the revised arrangements prior to the new Municipal Year.

1 Purpose of this report

- 1.1 Group Leaders and Whips earlier in the year discussed the scope for modernising the operation of the Full Council Meeting, in particular to allow for greater opportunities for Council to engage in activities linked to Community Leadership and holding the Executive to account, and a number of proposals were approved at the Annual Meeting of Council in May 2012.
- 1.2 Following the introduction of the new arrangements at the Council meeting in July, group whips have met to review the new arrangements and to address any areas of concerns; this report contains proposals arising from discussions that have taken place. General Purposes Committee is asked to recommend to Full Council approval of the Council Procedure Rules attached at Appendix 1.

2 Background information

- 2.1 Group Leaders and Whips discussed the scope for modernising the operation of the Full Council Meeting on the lead up to the Annual Meeting in May 2012, in particular to allow for greater opportunities for Council to engage in activities linked to Community Leadership and holding the Executive to account. At the Annual meeting it was agreed that ;
 - Deputations to be retained in the present format but be reduced by one to four
 - That there be two free standing State of the City Meetings per municipal year
 - The order of Council business be altered to allow for the receipt of recommendations from the Executive Board and committees immediately after the item receiving reports from Statutory Officers
 - The period of Question Time be retained without amendment
 - The receipt of minutes be retained with minutes from joint committees/authorities and the Leeds Initiative also presented to full Council.
 - A new item 'Members' Community Concerns' be introduced;
 - Restrict the number of White Paper Motions to two (with each being time limited) with the first being reserved to the opposition
 - The viability of live streaming of the proceedings of Council be explored with a further report to Executive Board
- 2.2 Following the Council meeting in July some refinements to the arrangements were agreed by Council in September as follows;
 - the introduction of a third White Paper (reserved to the Liberal Democrat, Morley Borough Independents and Green Groups on a rota to be agreed between those groups)
 - arrangements to allow for comments on minutes other than those of Executive Board
 - Some variations to Council business timings

3 Main issues

- 3.1 Following the Council meeting in September a further meeting of Whips¹ from all political groups took place. Again there was broad consensus that the new arrangements had worked well, however the following final refinements emerged from those discussions;

Communications

Where a statement is being made at the commencement of Council this should be time limited to three minutes, unless (in exceptional circumstances) there is prior whips agreement to extend due to the nature of the issue.

White Papers

That the Conservative Group to have the first White Paper at each Council meeting².

Time limits to be adjusted to allow for both the mover of a White Paper motion and the mover of an amendment to have the same speaking time of 4 minutes.

- 3.2 All the changes and refinements discussed by Members are contained in the Council Procedure Rules attached at Appendix 1.
- 3.3 Also contained in the procedures are proposed amendments to the Council Procedure Rules relating to Deputations. These proposals reflect the discussions between Whips concerning how permissions are granted for Deputations. The attached Procedures therefore contained amendments to Rule 10 which provide for;
- Earlier notification of a request to bring a deputation
 - Details of the proposed deputation speech to accompany the permission request.
 - Deputations to be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
 - Deputations which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious, to not be received.
- 3.4 Additionally the City Solicitor has reviewed the Council Procedure Rules and minor amendments are proposed to aid clarification. Principally these relate to provisions for
- Winding Up of Business at Rule 4 – these have been reworded for clarification;
 - Clarification of the period of days quoted in Rule 5 (d) (by way of footnote);
 - Clarification of Quorum arrangements at Rule 8.1 – (again by way of footnote);

¹ Or where the Whip was absent, a deputy whip.

² Due to the new arrangements all White Paper motions will be debated by the meeting

- Clarification as to what Rule 12.4 (d) applies to;
 - Clarification of permitted speaking time at rule 14.1 (m) for a Member speaking at the resumption of an adjourned debate;
 - Clarification of the ruling of the Lord Mayor at Rule 14.9 by adding the words 'and is final';
 - Correction of various minor grammatical errors.
- 3.5 Members are asked to consider the proposed refinements outlined in this report and recommend that full Council approve the Council Procedure Rules as set out at Appendix 1.
- 3.6 General Purposes Committee is also asked to further review the success of the new arrangements prior to the new Municipal Year.
- 3.7 General Purposes Committee is also asked to note the following agreements reached by Whips, which, relate to how aspects of the full Council meeting are administered. These are summarised as follows;-

Deputations

As part of review of Area Management explore promotion and the use of existing deputation routes through Area Committees rather than local issues automatically being referred to full Council.

Question Time

That the question being verbally put to the meeting be reintroduced (as opposed to questions being put by reference to the question number on the order paper).

Minutes

Timings (re the time split between Executive Board and other committees/joint committees etc) to continue until the next Annual Meeting where, at the request of the Conservative Group, the timings/business dealt with will be reviewed.

White Papers

That Whips facilitate the order of speakers being rotated between the groups and that where a member, of a different political group to that proposing the motion, seconds that motion, that member may speak.

Communications

Where a statement is being made at the commencement of Council this, wherever possible should be communicated to Whips in advance.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2 Whips from across all political groups have been consulted on these proposed alterations to the format of full Council meetings.

4.3 Equality and Diversity / Cohesion and Integration

4.3.1 An initial consideration of the equality, diversity, cohesion and integration screening form indicates that there are no issues raised by the review of the operation of Full Council.

4.4 Council Policies and City Priorities

4.4.1 The Council's Business Plan 2011 – 2015 sets out the Council's priorities in delivering services to the public over that period. Particularly the priorities and performance measures for Corporate Directorate require that we "Ensure there are good rules and procedures to govern the council's business".

4.5 Legal Implications, Access to Information and Call In

4.5.1 These proposed amendments need to be made by Full Council.

4.6 Risk Management

4.6.1 There are no corporate risks arising from this report.

5 Conclusions

5.1 The proposals contained within this report seek to further embed democratic accountability within the Council's governance arrangements and build upon the arrangements approved at the Annual Meeting of Council in May 2012, and refined in September.

6 Recommendations

6.1 General Purposes Committee is asked to;

- a) consider the proposed refinements to Council day contained in this report;
- b) note the agreements reached by Whips regarding the administration of aspects of Council day;
- c) recommend that full Council approve the Council Procedure Rules as attached at Appendix 1;
- d) further review the success of the revised arrangements prior to the new Municipal Year.

7 Background documents³

7.1 None

³ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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COUNCIL PROCEDURE RULES**1.0 ANNUAL MEETING OF COUNCIL****1.1 Timing and Business**

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (a) elect a person to preside if the Lord Mayor and Deputy Lord Mayor are not present;
- (b) elect the Lord Mayor;
- (c) pass a vote of thanks to the retiring Lord Mayor;
- (d) elect a Deputy Lord Mayor (or Deputy Chair of Council);
- (e) approve the minutes of the last meeting;
- (f) receive any declarations of interest from Members;
- (g) receive any announcements from the Lord Mayor and/or Head of Paid Service;
- (h) elect the Leader¹;
- (i) consider any recommendations made by General Purposes Committee;
- (j) establish such committees² as are required by statute and such other committees as it considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3, Section 2A of this Constitution);³
- (k) No appointments under Rule 1 shall be for a period beyond the next Annual Meeting of the Council but they may be altered at any meeting of the Council;
- (l) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3, Section 2C of this Constitution);

¹ Only as required by Article 7. If the Council fails to elect the Leader at the relevant annual meeting, or a vacancy in the office arises, the Leader is to be elected at a subsequent meeting.

² Such committees may be known as boards or panels.

³ References in these Rules to any committee established under Rule 1.1(j) shall be construed as including any other committee established by Full Council during municipal year.

- (m) receive the documents presented by the Leader in accordance with Executive and Decision Making Procedure Rule 1.2;
- (n) approve a programme of ordinary meetings of the Council for the year; and
- (o) consider any business set out in the notice convening the meeting.

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (a) decide which committees to establish for the municipal year;
- (b) decide the size and terms of reference for those committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) appoint to those committees and outside bodies except where appointments to those bodies has been delegated by the Council; and
- (e) appoint the Chair of those committees.

2.0 **ORDINARY MEETINGS**

2.1 Council Meetings

The Council may amend the programme of ordinary meetings agreed at the annual meeting.

All ordinary meetings shall be held at the **Civic Hall, Leeds**, at **1.30pm**, unless full Council decides otherwise.

2.2 Order of Business

Except as otherwise provided by Rule 2.3 or by statute, the order of business at every meeting of the Council, (other than the Annual meeting, any Extraordinary Meeting or the Budget Meeting⁴, or a State of the City meeting⁵ where the business to be transacted at the meeting will be specified in the Summons), shall be to:

- (a) choose a person to preside if the Lord Mayor and Deputy Chair of Council are absent;

⁴ Business over and above the budget is usually admitted by agreement but there is a presumption that such agreement will not include the attendance of deputations or question time.

⁵ Or such other similarly styled meeting

- (b) approve as a correct record and sign the minutes of the last meeting of the Council except where the meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, in which case the next following meeting of the Council (being a meeting called other than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing of minutes) of that Schedule;
- (c) receive any declarations of interest from Members;
- (d) receive such communications as the Lord Mayor, the Leader, Deputy Leader, or Members of the Executive Board, or the Chief Executive consider to be appropriate;
- (e) receive deputations (if any) in accordance with Rule 10;
- (f) consider any recommendation of the Executive Board, and committees, established under Rule 1.1(j), and any sub-committees thereof;
- (g) receive such reports as the Chief Executive, Monitoring Officer or Section 151 Officer consider appropriate;
- (h) deal with Executive questions (if any) in accordance with Rule 11;
- (i) receive the minutes of the Executive Board and, committees established under Rule 1.1(j), and any sub-committees thereof and minutes of any Joint Committees and the Leeds Initiative;
- (j) receive Community Concerns submitted in accordance with Rule 12;
- (k) consider White Paper Motions (if any) submitted in accordance with Rule 12.

2.3 Variation of Order of Business

Business falling under items Rule 2.2 (a) or (b) shall not be displaced, but subject thereto the foregoing order of business may be varied by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

3.0 **TIME LIMITS FOR BUSINESS**

3.1 Each deputation shall be for no more than 5 minutes

3.2 A period of 30 minutes will be allowed for Executive Questions.

3.3 Consideration of all business to dispose of the motion to receive the minutes shall not continue beyond 4.40 pm. This will include a period of ten minutes for the Leader of Council to sum up (from 4.30pm).

The motion to receive the minutes shall be conducted as follows;

- Consideration of Executive Board Minutes will not continue beyond 4.10 p.m. Consideration of other minutes will commence no later than 4.10 p.m.
- Should the consideration of other minutes conclude in advance of 4.30 p.m then any outstanding comments on Executive Board minutes will be heard until 4.30p.m.

3.4 Each Community Concern shall be time limited to ten minutes.

3.5 Each White Paper Motion shall be limited to thirty minutes, at the conclusion of which voting shall commence.

4.0 WINDING UP OF BUSINESS

4.1 At the conclusion of the speech being delivered at the expiry of a specified time period, the Lord Mayor shall put to the vote, without further discussion, all that is necessary to dispose of the matter under debate⁶ provided that:

- Executive Questions

Where a question has been commenced orally (but has not been completed within the time allotted for question time) that question is completed including any supplementary to that question and the response thereto.

- Consideration of Minutes

The Leader of Council has had the opportunity to sum up (for a period of not more than 10 minutes).

- White Paper Motions/ Amendments

The Mover of the motion has had the opportunity to sum up (for a period of not more than 3 minutes).

- Reference Back

The relevant Executive Board Member or Chair has had the opportunity to sum up (for a period of not more than 3 minutes) on the reference back.

⁶ For clarification, "all that is necessary properly to dispose of the matter under debate" means, as relevant, for the original motion properly to be moved and seconded; for any and all amendment(s) properly to be moved and seconded; and for the mover of the original motion to have an opportunity to exercise their right of reply/right to sum up.

5.0 EXTRAORDINARY MEETINGS

Those listed below may request the Proper Officer to call Council Meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Lord Mayor;
- (c) the Chief Executive, the Monitoring Officer and Section 151 Officer; and
- (d) any five Members of the Council if they have signed a requisition presented to the Lord Mayor and s/he has refused to call a meeting or has failed to call a meeting within seven clear days⁷ of the presentation of the requisition.

6.0 NOTICE OF AND SUMMONS TO MEETINGS

- 6.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear days before a meeting, the Chief Executive will send a summons signed by him/her by post to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.
- 6.2 The notices for all meetings of committees established under Rule 1.1(j) shall be issued from the office of the Chief Executive and no matter shall be considered at such meeting without the prior agreement of the Chief Executive who shall first have been furnished with any written report or with details of any intended verbal report.

7.0 POWERS AND DUTIES OF THE LORD MAYOR

- 7.1 Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the Deputy Lord Mayor (or Vice Chair), or in the absence of the Deputy Lord Mayor (or Vice Chair), the person elected to preside at the meeting.
- 7.2 Any duty of the Chief Executive in relation to the conduct of a meeting may be exercised in the Chief Executive's absence by the City Solicitor.

⁷ Not including the date the requisition was received and not including weekends or bank holidays

8.0 QUORUM

- 8.1 The quorum of a meeting will be one quarter of the whole number of Members⁸.
- 8.2 If during any meeting of the Council, any Member draws to the attention of the Lord Mayor that there does not appear to be a quorum present, the Lord Mayor shall direct the Chief Executive to call over the names of the Members of the Council. If there is less than a quarter present, the Lord Mayor shall declare the meeting adjourned. The names of the Members present and those absent shall be recorded in the minutes of the Council.
- 8.3 The consideration of any business not transacted shall be adjourned to a time fixed by the Lord Mayor at the time the meeting is adjourned or, if the Lord Mayor does not fix a time, to the next ordinary meeting of the Council.

9.0 COMMUNICATIONS

- 9.1 There shall be no discussion on any matter referred to in communications from the Lord Mayor, the Chief Executive or Executive Members as are thought necessary to be read, but any Member shall be at liberty to move a motion, without notice, to refer any of such communications to the appropriate committee and such motion, on being seconded, shall be at once put to the vote.

10.0 DEPUTATIONS

- 10.1 The Council will not receive more than four deputations at any ordinary meeting.⁹
- 10.2 A request for permission to bring a Deputation must be submitted, to the Head of Governance Services, at least fourteen clear days in advance of the Council meeting for which permission is sought.
- 10.3 A copy of the proposed deputation speech must accompany the permission request.
- 10.4 Deputations shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- 10.5 Deputation requests which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious or otherwise significantly prejudicial to the interests of the Council or the City of Leeds, will not be permitted.

⁸ Where more than one third of the Members are disqualified at the same time, and until the number of Members in office is increased to not less than two thirds of the whole, the quorum shall be determined by reference to the number of Members remaining qualified

⁹ Except the Annual Meeting, an Extraordinary Meeting, the Budget Meeting and a State of the City (or other similarly styled) meeting where deputations shall not be heard.

- 10.6 Requests concerning matters being considered by a Plans Panel, the Licensing Committee (or a sub-committee) will not be received.
- 10.7 The suitability of a Deputation shall be determined by the Chief Executive. Permission to attend Council and present a Deputation shall be issued by the Chief Executive.
- 10.8 Eligible deputations shall be heard in the order in which permission is granted.
- 10.9 A deputation shall consist of at least two and no more than five people. One person from a deputation may address the Council, for no longer than five minutes¹⁰.
- 10.10 Where two or more deputations present opposing views on the same matter, the Council will not receive more than one of these related deputations at the same meeting.
- 10.11 The Council shall not normally receive a deputation on a matter that has been the subject of a deputation in the previous six months, except as a result of a refusal at 10.10.
- 10.12 The Council shall not debate any matter raised by a deputation when it is presented.
- 10.13 Any Member of the Council may move a motion without notice, that the deputation be or not be received, or that the subject matter be referred to the appropriate committee. The Lord Mayor will put such a motion on being seconded, to the vote without debate.

11.0 EXECUTIVE QUESTIONS

11.1 Questions on Notice

- (a) Executive Question may be put to each ordinary meeting of the Council (except the Annual Meeting, any Extraordinary Meeting the Budget Meeting or a State of the City meeting¹¹).
- (b) During question time, a Member may ask the Leader of the Council, the Deputy Leader, any Executive Member¹² or the Chair of any executive committee¹³ through the Lord Mayor, any question on any matter in relation to which the Council has powers or duties, or which affects the City of Leeds,
- (c) A question shall not be asked in the absence of the Member in whose name it stands unless they have given authority for it to be asked by some other Member of the Council.

¹⁰ Including the reading of any written material

¹¹ or other such styled meeting

¹² In relation to any matter within their portfolio.

¹³ In relation to any matter within the committee's terms of reference.

11.2 Notice of Questions

Notice in writing of the question must be given to the Chief Executive before 10.00am on the Monday preceding the Council meeting. Questions from an individual or group will be taken in the order in which notice of the question is received from that individual or group.

11.3 Response

- (a) Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- (b) A Member to whom a question is addressed shall have discretion to nominate a Member to answer such question where the Member considers that the answer would most appropriately be given by such nominee.

11.4 Form of Response

An answer may take the form of:

- (a) a direct oral answer, or where the desired information is contained in a publication of the Council or of the relevant Joint Authority or Joint Committee, a reference to that publication; or
- (b) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council. Written answers wherever possible should be sent out by the Chief Executive within 10 working days.

11.5 Supplementary Question

The Member who asked a question during question time may ask one supplementary question, arising directly out of the original question.

11.6 Unanswered Questions

Where the answer has not been commenced during question time, it shall be answered by written answer circulated to Members of the Council. If the answer to a question has been commenced orally but has not been completed within question time it may be completed orally including any supplementary to that question and the response thereto.

12.0 MOTIONS ON NOTICE

12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion signed¹⁴ by the Member or Members of Council giving notice must be delivered at the office of the Chief Executive prior to 10.00am of the day preceding the day for issue of the Summons. The proposer of a Motion shall have the right to correct or withdraw a Motion up to 10.00 am on the day the Summons is to be issued.

12.2 Community Concerns

Members who are not Executive Board Members or Scrutiny Board Chairs may submit Community Concerns.

The number of Community Concerns admissible for consideration at any given meeting shall be limited as follows; two reserved to the largest group and one to each of the other political groups.

In the absence of the Member submitting a Community Concern the relevant Group Whip may nominate a Member to move the concern.

12.3 White Paper Motions

The number of White Paper motions admissible for full debate at any given meeting shall be limited to three^{15 16}.

12.4 Scope

- (a) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- (b) All the notices of motion received by the Chief Executive shall be submitted to the Lord Mayor. If the Lord Mayor considers that any such motion relates to matters other than of a local nature or is similar to a matter which in the past six months has been rejected at a meeting of the Council, the Member concerned shall ask leave of the Council to introduce such a motion before proceeding to address Council on it. Once the motion is dealt with, no-one can propose a similar motion for six months.
- (c) There shall be no speech or discussion upon asking for such leave to so introduce a motion. The fact that any such motion requires the leave of the Council shall be indicated in the Council Summons.

¹⁴ Community Concerns need not be signed

¹⁵ One to the Labour Group, one to the Conservative Group, one to be shared on a rota agreed by the other political groups.

¹⁶ Where submitted, the first White Paper considered will be that submitted by the Conservative Group

- (d) If it appears to the Lord Mayor that any motion requiring notice relates only in part to the matters stated in (b) above, the Lord Mayor may invite the Member of the Council concerned to amend the motion in agreement with the Lord Mayor either by omitting the part relating to such matters or by dividing the motion so that the part relating to such matters is stated in terms of a separate motion, but without addition to the terms of the original motion. In such event the original motion shall appear on the Council Summons with the indication that it requires the leave of the Council, but it shall be competent for the Member concerned to move without leave the part agreed by that Member with the Lord Mayor as not relating to the matters above stated, and after that motion has been disposed of, if the Member so wishes, to move with leave of Council the remaining part of the motion.

12.5 Motion Set Out in Agenda

- (a) The Chief Executive shall set out in the Summons for every meeting of the Council all motions of which notice has been duly given, and notice of all business which in the judgement of the Chief Executive requires to be brought before the Council.
- (b) The business under any notice upon the Council Summons shall not be proceeded with in the absence of the Member or Members of the Council in whose name or names it stands, unless they have given authority in writing for it to be taken up by some other Member or Members of the Council, or it is business which, by law, the Council must transact or business emanating from a committee the notice whereof stands in the name of the Chair of that committee in which latter case the resolution may be moved, without authority in writing, by some other Member of the committee.

13.0 MOTIONS/AMENDMENTS

13.1 Motions and amendments requiring notice

- a) There shall be no provision for a Community Concern to be amended.
- b) Except as set out in Rule 13.2 below, and as provided in Rule 14.8, no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member or Members giving it, has been received by the Chief Executive:
- not less than 24 hours before the commencement of the meeting; or
 - no later than 10.00 am on the third working day after the issue of the Summons if the amendment is to the Budget Motion.

13.2 Motions without notice

The following motions and amendments may be moved without notice:

- (a) appointment of a Chair of the meeting at which the motion is made;

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for consideration at GPC and approval at full Council

- (b) in relation to the accuracy of a report, minutes or recommendation before Council;
- (c) to change the order of business in the agenda;
- (d) that leave be given to withdraw an item of business including a motion or amendment;
- (e) that the Council proceed to the next business;
- (f) that the question be now put;
- (g) that the debate be adjourned;
- (h) that the meeting be adjourned
- (i) authorising the sealing of documents;
- (j) suspending Council Procedure Rules, in accordance with Rule 22.1;
- (k) motion to exclude the press and public in accordance with the Access to Information Rules;
- (l) that a Member named under Rule 20, be not further heard or leave the meeting;
- (m) giving consent of the Council where its consent is required by this Constitution; and
- (n) that a communication be referred to the appropriate Committee

14.0 RULES OF DEBATE

14.1 Period Permitted for Speeches

- (a) Except by the leave of Council (and as follows);
 - a. A Member may address Council under the Communications item for up to 3 minutes.
 - b. A Member moving any motion may speak for up to 4 minutes.
 - c. Motions will be formally seconded (with no additional speaking rights¹⁷).
 - d. A Member moving an amendment may speak for up to 4 minutes.

¹⁷ Unless the Member speaking is from a different political group to the member moving the Motion. In such cases the member seconding the motion may speak for up to 3 minutes. A Member when seconding a motion or amendment may, if the intention to do so is declared, reserve that speech until a later period of the debate.

- e. Amendments will be formally seconded (with no additional speaking rights¹⁸).
- f. A Member summing up on a motion may speak for up to 3 minutes.
- g. A Member may speak for up to 3 minutes when commenting on Minutes or contributing to White Paper debates.
- h. An Executive Board Member, Committee Chair or other such Member as may be determined appropriate, may speak for up to 6 minutes¹⁹ when summing up on comments made on Minutes.
- i. An Executive Board Member or Committee Chair responsible for the section of the minutes to which an amendment(reference back) relates shall have 3 minutes to comment as the last speaker in the debate on the amendment(reference back).
- j. The Leader of Council may speak for up to ten minutes when summing up on the Minutes
- k. A Member (and any number of Members) may speak for up to (a combined period of) 6 minutes to set out their Community Concern
- l. A member responding to a Community Concern may speak for up to 4 minutes
- m. On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first for up to 3 minutes.

14.2 No Speeches Until Motion Seconded

Save for a Motion to put a Community Concern, all other motions or amendments shall not be discussed unless it has been proposed and seconded.

14.3 Right to require motion in writing

Unless notice has already been given in accordance with Rules 12.1 or 13 it shall be put into writing and handed to the Lord Mayor before it is further discussed or put to the meeting.

¹⁸ Unless the Member speaking is from a different political group to the member moving the Amendment. In such cases the member seconding the motion may speak for up to 3 minutes. A Member when seconding a motion or amendment may, if the intention to do so is declared, reserve that speech until a later period of the debate.

¹⁹ Where the Executive Board Member is the Leader of Council the time available for summing up on his/her portfolio shall be 5 minutes.

14.4 Content of Speeches

Members shall direct their speech to the question under discussion, a personal explanation or a point of order.

14.5 When a Member May Speak Again

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate except:

- (i) if the motion has been amended since the Member last spoke, to move a further amendment
- (ii) in exercise of a right of reply
- (iii) to raise a point of order in accordance with Rule 14.15
- (iv) to make a personal explanation in accordance with Rule 14.16

For the purpose of this Rule only, comments on the minutes in each portfolio section of the Executive Board and each committee moved under Rule 2.2(i) shall be regarded as being comments upon separate motions and such comments shall be relevant to such section of the minutes as are under debate.

14.6 Amendments to Motions

(a) An amendment must be relevant to the motion and will be to:-

- (i) refer a subject of debate to an appropriate body or individual for consideration or reconsideration;
- (ii) leave out words;
- (iii) leave out words and insert or add others; or
- (iv) insert or add words,

provided that such omission, insertion or addition of words shall not have the effect solely of negating the motion.

- (b) Subject to Rule 14.6(c), only one amendment may be moved and discussed at any time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- (c) Amendments to White Paper motions shall be moved and discussed in the order in which notice thereof has been given and the voting thereon shall be taken after the winding-up speech of the mover of the original motion.

14.7 Amendments (Reference Back) to a Motion to receive the Minutes

- (a) Only one amendment may be moved to any given minute under a motion to receive the minutes. This shall be one to request the decision-maker to reconsider the decision.
- (b) The Executive Member or Chair responsible for the section of the minutes to which the amendment relates shall have 3 minutes to comment as the last speaker in the debate on the amendment in addition to his/her rights under Rule 14.1(g). In the event that the amendment is the sole matter discussed under the given section of the minutes then the six minutes allowed under Rule 14.1(g) shall be applied.
- (c) The vote will be taken on the amendment before proceeding to comments on that section of the minutes.

14.8 Further Amendments

- (a) If any amendment is lost, other amendments may be moved on the original motion provided that, where necessary, due notice has been given in accordance with Rule 13.1.
- (b) If an amendment is carried, the motion as amended takes the place of the original motion upon which any further such amendments may be moved but this does not prevent any further amendments being moved by references to the wording of the original motion.
- (c) If a Member wishes to move a second or further amendment and has not given due notice thereof where required in accordance with Rule 13.1 the Member shall give notice of the proposed amendment during the discussion on the first or other earlier amendment and, subject to the consent of the Lord Mayor (which question shall not be open to discussion), may move this amendment at such time as the Lord Mayor shall decide. Subject to this, all amendments shall be considered in the order in which notice has been given.

14.9 Alteration of Motion

A Member may with the consent of the Council signified without discussion:

- (a) alter a motion of which that Member has given notice; or
- (b) with the further consent of the seconder, alter a motion which that Member has moved

if (in either case) the alteration is one which could be made as an amendment thereto.

14.10 Withdrawal of Motion or Minutes

A motion or amendment shall not be withdrawn except with the consent of the seconder and of the Council. There shall be no discussion upon an application to withdraw a motion or amendment but any Member shall be at liberty to move that the leave applied for be given and the Council without discussion shall vote thereon.

14.11 Right of Reply

- (a) The mover of a motion has a right to reply at the close of debate of the motion immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment but may not otherwise speak on the amendment.
- (c) The mover of the amendment has no right of reply to the debate on such amendment.

14.12 Motions that May Be Moved During Debate

When a motion is under debate no motion shall be moved except the following:-

- (a) to amend the motion;
- (b) to adjourn the meeting;
- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;
- (g) by the Lord Mayor under Rule 20 that a Member leave a meeting;
- (h) to exclude the press and public in accordance with the Access to Information Procedure Rules; or
- (i) to give consent to the withdrawal of a motion or amendment.

14.13 Closure Motions

(a) A Member may move, without comment, at the conclusion of a speech of another Member,

- (i) to proceed to the next business;
- (ii) that the question be now put;
- (iii) to adjourn a debate; or
- (iv) to adjourn a meeting

on the seconding of which the Lord Mayor shall proceed as set out in paragraphs (b), (c) and (d) below.

- (b) If a motion to proceed to the next business is seconded, the Lord Mayor will first give the mover of the original motion a right of reply not exceeding 3 minutes in accordance with Procedure Rule 14.1 (f) and then put to the vote the motion to proceed to next business.
- (c) If a motion that the question be now put is seconded, the Lord Mayor will first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion a right of reply under Rule 14.11 not exceeding 3 minutes before putting a motion to the vote.
- (d) If a motion to adjourn the debate or the meeting is seconded, the Lord Mayor shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion and no amendment to the motion shall be permitted unless it relates to the time of adjournment.

14.14 Resumption of Adjourned Debate

On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first.

14.15 Points of Order

A Member may raise a point of order at any time and will, with the consent of the Lord Mayor, be entitled to be heard immediately. A point of order may relate only to an alleged breach of these Council Procedure Rules or statutory provision. The Member must specify the Rule or statutory provision and the way in which s/he considers it has been broken. The Lord Mayor's ruling is final.

14.16 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Lord Mayor on the admissibility of a personal explanation will be final.

14.17 Lord Mayor's Ruling Final

The ruling of the Lord Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

14.18 Interpretation of Council Procedure Rules

The ruling of the Lord Mayor as to the construction or application of any of these Rules, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council and is final.

15.0 RESCINDING RESOLUTIONS OF COUNCIL

15.1 No resolution of the Council shall be rescinded or varied, except upon motion made on a notice which shall refer to the resolution sought to be rescinded or varied. Provided that this Rule shall not apply to motions moved in pursuance of a recommendation by the Executive Board or a committee established under Rule 1.1(j) or a sub-committee thereof.

16.0 VOTING

16.1 Majority

Unless this Constitution or the law provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

16.2 Casting Vote

At any meeting of the Council or a committee established under Rule 1.1(j), or a sub-committee thereof, the Chair shall, in case of an equal division of votes have a second or casting vote.

16.3 Show of Hands

- (a) Unless a recorded vote is demanded under Rules 16.4 and 16.5, the Lord Mayor will take the vote by show of hands or if there is no dissent, by the affirmation of the meeting.
- (b) The result of a vote by show of hands will be announced provisionally by the Lord Mayor who will then allow a further reasonable period for any two Members to requisition a recorded vote. If any such requisition is made, the show of hands shall be disregarded and the voting will be recorded to show how each Member present voted.
- (c) If no such requisition is made before the Lord Mayor announces the next item of business or the closure of the meeting, as appropriate, the result of the show of hands as announced by the Lord Mayor will there upon become final.

16.4 Recorded Vote

Before the vote is taken on any matter before Council any two Members of the Council may demand that the votes are recorded and in that case the voting will be recorded to show how each Member present voted.

16.5 Right to Require Individual Vote to be Recorded

Where immediately after a vote is taken at a meeting if any Member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question, against the question or whether s/he abstained from voting.

16.6 Division Bells

- (a) Where a closing speech has started there will be a single ring of the bell.
- (b) In any situation where it has been agreed that a recorded vote shall be taken, there will be two rings of the bell and at least half a minute will elapse between the end of the final ring and the taking of the vote.

16.7 Voting on Appointments

If there are more than two people nominated for any position to be filled by the Council, and there is not a clear majority in favour of one person, then the name of the person with the least number of votes shall be taken off the list and a new vote shall be taken. The process will continue until there is a majority of votes for one person.

17.0 MINUTES**17.1 Signing the Minutes**

- (a) The Lord Mayor will put the question that the minutes of the previous meeting or meetings of the Council be approved as a correct record.
- (b) No discussion will take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or it is raised then as soon as it has been disposed of, the Lord Mayor will sign the minutes.

17.2 No requirement to sign minutes of previous meeting at Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting) then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

17.3 Form of Minutes

Minutes will contain all motions and amendments in the exact form and order the Lord Mayor put them.

18.0 RECORD OF ATTENDANCE

18.1 The clerk for the meeting will record the attendance of all Members present during the whole or part of a meeting.

19.0 EXCLUSION OF PUBLIC

19.1 Subject to any statutory prohibitions and to paragraph 19.2 below, meetings of the Council and committees established under Rule 1.1(j) and any sub-committees thereof, shall be open to the public. This shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

19.2 The Council and committees established under Rule 1.1(j) and any sub-committees thereof may by resolution exclude the press and public from a meeting (whether during the whole part or part only of the proceedings) in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution.

20.0 MEMBERS' CONDUCT

20.1 Standing to Speak

A Member when speaking at full Council must stand and address the Lord Mayor. If two or more Members rise, the Lord Mayor will call on one to speak and the other or others must sit. While the Member is speaking, the other Members must remain seated unless rising on a point of order or personal explanation. Members shall speak of each other by their titles of "Lord Mayor" or "Councillor" as the case may be.

20.2 Lord Mayor Standing

When the Lord Mayor rises during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

20.3 Member not to be Heard Further

If at a meeting any Member indulges in misconduct by behaving irregularly, improperly, offensively, or by wilfully obstructing the business of the Council, any other Member (including the Lord Mayor) may move "that the Member named be not further heard" and the motion, if seconded will, with the leave of the Lord Mayor, be put and voted on without further discussion.

20.4 Member to Leave the Meeting

If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried, the Lord Mayor shall either move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting of the Council for such period as the Lord Mayor shall consider expedient.

20.5 General Disturbance

In the event of general disturbance which in the opinion of the Lord Mayor renders the orderly dispatch of business impossible, the Lord Mayor may, without question, adjourn the meeting of the Council for such period as s/he considers expedient.

21.0 DISTURBANCE BY THE PUBLIC

21.1 If a Member of the public interrupts the proceedings at any meeting the Lord Mayor will warn the person concerned. If that person continues the interruption, the Lord Mayor will order their removal from the meeting room.

21.2 In the case of general disturbance in any part of the meeting room open to the public the Lord Mayor may call for that part to be cleared.

22.0 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

22.1 Suspension

Any Council Procedure Rule except Rule 16.5 and 17.2 may be suspended by a motion made and seconded and carried by a majority of the Members present at the meeting. A motion to suspend in relation to the proposed introduction of an emergency motion should include the wording of the motion proposed to be considered. The motion to suspend should not include the reasons why the suspension is being proposed. Suspension is only for the duration of the meeting.

22.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23.0 INTEREST OF MEMBERS AND OFFICERS

23.1 Members must comply with the Members' Code of Conduct.

23.2 Directors shall record in a book kept for the purpose particulars of any notice given by an officer of the Council of a personal interest in a contract and each such book shall be open during office hours to the inspection of any Members of the Council.

24.0 MOTIONS AFFECTING COUNCIL EMPLOYEES

24.1 If any question arises at a meeting of the Council or a committee established under Rule 1.1(j) and any sub-committee thereof, open to the public as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council, committee, or sub-committee, has decided whether or not the power of exclusion of the public under section 100A of the Local Government Act 1972 shall be exercised.

25.0 APPLICATION TO COMMITTEES AND SUB COMMITTEES

25.1 All of the Council Procedure Rules apply to meetings of full Council. None of the Rules apply to meetings of the Executive (see Executive and Decision Making Procedure Rules). Only the following Rules apply to meetings of committees and sub-committees:

6.2, 7, 16.1, 16.2, 16.5, 17, 18, 19, 21, 23 - 28.

25.2 References to “Lord Mayor” shall read “the Chair”.

26.0 SUBSTITUTE MEMBERS**26.1 Allocation**

- (a) In relation to each Plans Panel, the Council shall appoint substitute members, comprising all other members of the other Plans Panels, the Development Plan Panel and the Licensing Committee. A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.
- (b) In relation to the Member Management Committee, an Executive Member, Deputy Executive Member, Whip or Assistant Whip shall be entitled to attend meetings in place of a regular member of the Committee.
- (c) In relation to the Development Plan Panel, the Council shall appoint substitute Members, comprising all Members of the Plans Panels and the Licensing Committee. A nominated Member shall be entitled to attend meetings in place of a regular Member, subject to the substitute Member having received appropriate training.
- (d) In relation to the Corporate Governance and Audit Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. Whips may not nominate any members that would be excluded from full membership under the provisions of Article 9 of the Constitution.
- (e) In relation to the General Purposes Committee, an Executive Member, Deputy Executive Member, Whip or Assistant Whip shall be entitled to attend meetings in place of a regular member of the Committee.

- (f) In relation to Scrutiny Boards, substitute members shall be appointed in accordance with the Scrutiny Board Procedure Rules.
- (g) In relation to the Licensing Committee there shall be no substitution of Members. In relation to Licensing Sub-Committees substitute members shall be appointed in accordance with the Licensing Procedure Rules.
- (h) In relation to Standards and Conduct Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.

26.2 Substitution

A substitute member shall be entitled to attend in place of a regular member provided that the Committee Clerk has been notified of this before the meeting begins. Once the meeting has begun, the regular member in respect of whom notification has been received, shall no longer be entitled to attend that meeting as a member of the committee concerned.

26.3 Powers and Duties

A substitute member shall be for all purposes a duly appointed member of the committee to which s/he is appointed as a substitute member for the meeting in question. Substitute members will have all the powers and duties of any regular member of the committee, but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

27.0 SPECIAL MEETINGS OF COMMITTEES

- 27.1 The Chair of a committee established under Rule 1.1(j), may call a meeting at any time. A special meeting shall also be called on the requisition of any three Members of such committees delivered in writing to the Chief Executive. The Agenda for such a special meeting shall set out the business to be considered thereat and no business other than that set out in the Agenda shall be considered at that meeting.

28.0 QUORUM OF COMMITTEES AND SUB-COMMITTEES

- 28.1 Four Members (including the Chair) shall form a quorum in committees established under Rule 1.1(j), except as follows:
- 28.2 The quorum for the Employment Committee shall be two, including one Member of the Executive Board.

- 28.3 The quorum for a meeting of an Area Committee shall be satisfied if at least one third of the Elected Ward Members are present, and at least one Elected Ward Member from each ward within the area is present. In the case of those Committees where the Area is made of only two wards, the quorum shall be satisfied if three Members are present and at least one Elected Ward Member from each ward within the area is present.
- 28.4 The quorum for the Licensing Committee shall be as set out in the Licensing Procedure Rules.
- 28.5 The quorum of any sub-committee shall be determined by the appointing committee.
- 28.6 Except where authorised by statute, business shall not be transacted at a meeting unless a quorum is present.

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