

## **Council Procedure Rules**

The following Procedure Rules shall apply to meetings of full Council.

### **Agenda for Ordinary Meetings of Council**

The agenda for ordinary meetings shall be to:-

- elect a person to preside if the chairman and vice-chairman are not present;
- receive any apologies for absence;
- receive any announcements from the Chairman of the Council and/or the Leader;
- receive any declarations of interest from members;
- approve the minutes of the last meeting;
- receive questions from members on any matters arising from the minutes;
- deal with any business remaining from the last meeting;
- to report any petitions and requests to address the Council on an item on the agenda, or to receive an address, from an organisation, which is of importance to the District;
- consider and resolve any issues called in to the Council in accordance with the constitution;
- receive minutes and reports from the Executive and receive questions and answers on any of those minutes or reports
- receive a report from the Leader of the Council containing details of executive decisions taken since the last meeting which were cases of special urgency;
- receive a record of decisions made by Executive Portfolio Holders, and receive questions and answers on that record,
- receive minutes and reports from the Council's Committees and receive questions and answers on those minutes or reports
- receive written questions and answers submitted by Members
- consider motions of which notice has been given in the order in which they have been received,
- consider any other business or motions which the Chairman has decided are urgent and which are not included in the agenda;

- any other business on the agenda
- If necessary to pass a resolution to exclude the public for any items involving the likely disclosure of exempt or confidential information
- to receive any Minutes and reports from the Executive and Committees as appropriate containing exempt or confidential information and receive questions and answers on any of those minutes and reports
- any other exempt or confidential business on the agenda

### **Annual Council Meeting**

The annual meeting will take place within 21 days of the retirement of the outgoing councillors, on a date to be decided by the Council as part of its overall programme of meetings.

- Agenda for Annual Council Meeting will be to:-
- elect the Chairman of Council;
- elect the Vice-Chairman of Council;
- receive apologies for absence;
- receive any announcements from the Chairman;
- approve the Minutes of the last meeting;
- conduct any business concerning the establishment of and appointments to:
  - the Executive, including the appointment of Leader of the Council;
  - the Overview and Scrutiny Committees;
  - the Standards Committee;
  - such other Committees as the Council consider appropriate.
- agree the Responsibility of Functions or such part of it as the Constitution determines it is for the Council to agree for the municipal year, including the allocation of functions to portfolio holders;
- receive a report on the attendance during the previous year of Members at meetings of the Committees and Sub-Committees;
- consider any other business set out in the agenda for the meeting.

## **Appointment of Committees**

The Council shall at the Annual Meeting

- decide which Committees to establish for the municipal year
- decide the number of members to serve on each Committee
- decide allocation of seats to Political Groups
- decide which Committees the Substitute Member scheme will or will not apply to
- except where the appointment to Committees is exercisable only by the Executive, appoint members to Committees in accordance with the wishes of Political Groups subject to statutory requirements
- appoint, as appropriate any Substitute members to Committees

The Council:-

- Appointments to Committees shall hold office no later than the next Annual Council Meeting
- may at any time dissolve or alter the membership of a Committee;
- may at any time modify or revoke the powers or duties of any Committee.
- shall ensure that every Member serves on at least one Committee unless any Member shall signify his wish to forego such right.
- may, at any time, decide that Members of a particular Committee or Sub-Committee may not serve as Members or Substitutes of another specified Committee or Sub-Committee, in view of the conflict of interest which would arise from serving on both Committees or Sub-Committees.

## **Consideration of Minutes by Council**

The Minutes of the Executive and Committees shall be submitted to the Council at the first opportunity distinguishing between resolutions and any recommendations that require the approval of Council.

On submission of the minutes to Council, the Chairman of the meeting, or in their absence any other Member of the meeting may propose the adoption of the minutes and questions may be asked before the page of the Minutes under consideration has been passed. Questions shall be clearly stated and will be answered without discussion. The Member putting the question may ask a supplementary question providing it is relevant to the reply and does not introduce any new matter.

The Member to which a question has been addressed will reply to such question or may undertake to reply in writing.

Where the reply to any question cannot conveniently be given orally it shall suffice if a written reply is given to the Member within 7 working days.

Recommendations requiring the approval of the Council shall be presented, proposed and seconded. Questions may be asked, statements made, and amendments moved.

The Leader of the Council or Chairman of a Committee may respond or shall have discretion to ask any individual Executive Portfolio Holder or the Chairman of any Sub-Committee to speak on, or in explanation of, the recommendations of the Executive or a Committee. Responses shall be limited to 10 minutes.

Where any recommendation of a meeting conflicts with a motion which has been placed on the agenda for debate, the matter shall be considered by the Council in connection with the Minutes of meetings.

Where a Minute has been put to the Council and agreed it shall be deemed to have been adopted.

### **Limitations on speaking**

Amendment of a motion to adopt Minutes of the Executive or Committee	(1) Proposer	10 minutes
	(2) Secunder (Right to Reserve)	5 minutes
	(3) Others	5 minutes
	(4) Leader of the Council or Committee Chairman	10 minutes
	(5) Proposer	5 minutes

### **Record of Executive Portfolio Holder Decisions**

The record of decisions made by Executive Portfolio Holders shall be considered after the Minutes of the Executive and questions may be asked by Members. A Member who has received a written reply to a question may ask a supplementary question provided it is relevant to the reply and does not introduce any new matter. The Member to which the question was addressed may reply to such supplementary question or may undertake to reply in writing.

### **Written Questions**

A Member may ask the Leader of the Council, Executive Portfolio Holder, or Committee Chairman any question or make a statement relating to the business of the meeting or portfolio for which they are responsible

Questions and statements must be received by the Head of Legal and Democratic Services before noon on the fourth working day before the meeting.

The Head of Legal and Democratic Services shall arrange for received questions and statements and a response printed and circulated at the commencement of the meeting.

A Member who has received a written reply to a question may ask a supplementary question provided it is relevant to the reply and does not introduce any new matter. The Member to which the question was addressed may reply to such supplementary question or may undertake to reply in writing.

### **Determination of Planning Applications**

A Planning application may be referred to full Council for determination where a notice signed or by e-mail from a known or recognised source by one third or more of members has been received by the Head of Legal and Democratic Services.

A Planning application may only be referred to full Council on the ground that it is of such special significance to the District that it ought to be determined by the full Council and if it has already been considered by the Planning Committee or an officer under their delegated authority.

The Chief Executive shall place the item on the agenda for the next ordinary meeting of Council. If there is no convenient ordinary meeting at which the application could be considered, the Chief Executive in consultation with the Chairman of the Council shall call an Extraordinary meeting of the Council at which the application will be considered.

Council shall consider a report prepared by the appropriate Officer and circulated to all Members with the agenda. Officers shall be able to address the meeting of the Council to present the report, answer any questions and to advise Members on the application of planning policy.

The Chairman of the Planning Committee (or in their absence the Vice-Chairman or other committee members) which would have otherwise determined the application shall propose a motion in respect of the referred matter for the Council to debate.

The motion proposed as above shall be duly seconded as required by the normal rules of debate. Amendments may be moved on the motion as regulated by the rules of debate, but it shall not be possible to propose or amend a motion so as to refer the planning application in question to any Committee or Sub-Committee.

At the conclusion of the debate upon the motion, the Chairman of Planning Committee or, in default, the Vice-Chairman of that Committee, shall reply and shall strictly confine himself to answering the previous speakers, and shall not introduce any new matter.

Where the Council, is minded to approve or refuse an application contrary to policy/recommendation, clear planning reasons for doing so shall be identified at the meeting by the proposer of the motion, to the satisfaction of the Chairman, before the vote is taken on whether to grant or refuse planning permission.

Any Member of the Council participating in the determination of a planning application by full Council, must receive such training as soon as possible and in any event within the limits as set out below.

A Member may participate in one Council meeting when planning matters are being considered prior to receiving formal training. Unless training has been undertaken in the manner devised by the Council for the time being as appropriate, the Member concerned will not be able to participate at full Council when planning issues are being considered.