

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 4
<b>29 OCTOBER 2018</b>	PUBLIC REPORT

Report of:	Fiona McMillan, Director Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Seaton, Cabinet Member Resources	
Contact Officer(s):	Fiona McMillan, Director Law and Governance and Monitoring Officer	Tel. 452321

### COUNCIL MEETINGS - TIMINGS AND STANDING ORDERS

R E C O M M E N D A T I O N S	
<b>FROM:</b> Fiona McMillan, Director Law and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
<p>That the Constitution and Ethics Committee recommend to Full Council to amend the Council's Standing Orders:</p> <ol style="list-style-type: none"> <li>1. To include a time limit on the debate of motions on notice to not exceed 30 minutes per motion and to reduce the entire time for motions on notice to two hours.</li> <li>2. To reflect that questions at Council are to relate to broader council matters. Questions relating to Ward specific issues will receive a written response and be published as part of the minutes.</li> <li>3. To include a 20 minute time limit allocated to Questions on Executive Decisions.</li> <li>4. To allow Members to remain seated while addressing the Chairman.</li> <li>4. To note that these changes will take effect at the following meeting.</li> </ol>	

#### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee as part of the Committee's work programme for 2018/19 and as a request from the Interim Director of Law and Governance.

#### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to seek approval from the Constitution and Ethics Committee to recommend to Full Council to alter the Council's Standing Orders or to keep the Standing Orders as current.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1

Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution (including the codes and protocols) subject to the receipt and consideration of a

report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.

### 3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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### 4. **BACKGROUND AND KEY ISSUES**

4.1 Over the past two years a number of motions have not been able to be debated due to the guillotine of the meeting falling before all items have been discussed. This has resulted in potentially important areas for debate, affecting the citizens of Peterborough, to not be discussed in detail.

4.2 In order to preserve the flow of the meeting and ensure that all items are able to be discussed in a meeting, it is proposed to add the following time limits to debates on motions on notice:

- 30 minutes for each individual Motion on Notice
- 2 hours for debate of all Motions on Notice

This will allow for a far greater number of motions to be debated fully at Full Council meetings.

4.3 A number of other authorities have included within their Standing Orders a time limit for motions to be debated. These include:

South Cambridgeshire District Council	2 Hours in total for motions on notice, 30 minutes per motion
Brighton and Hove Council	Three largest parties maximum of 2 motions, any other group or individual member 1 motion per ordinary meeting of the Council
Adur and Worthing Council	Three largest parties maximum of 2 motions, any other group or individual member 1 motion per ordinary meeting of the Council
York City Council	No more than 5 motions can be submitted at an ordinary meeting
Croydon Council	A maximum of 2 Motions shall be debated at a Council Meeting. In the event that more than 2 motions are submitted, the Mayor shall have discretion to select 2 for debate and to determine the order in which they are taken.
Liverpool Council	6 motions per meeting from any members and 1 motion from the Mayor.
Preston City Council	Maximum of 3 motions per meeting.

4.4 Members can alter the proposed recommendations should a preferable option be presented by the Committee.

**4.5 Questions on Notice to Full Council and Executive Decisions:**

In order to help the business of the meeting run smoothly, it is suggested that questions asked orally at Full Council be limited to broader council matters. Any Ward specific matters would still receive a written response and be published as part of the minutes.

In addition to further help the running of the meeting it is suggested that questions relating to executive decisions be given a twenty minute time limit.

4.6 It should be noted that this matter was brought to the attention of the now defunct Governance Board, where it was agreed that this be reviewed at a later date.

4.7 It is important to note that these are the decisions of Members and that there is the option of doing nothing and keeping the current systems, whereby there are no time limits to either the questions on executive decisions or motions on notice.

**4.8 Remaining Seating While Addressing the Chairman**

Standing Orders currently require Members to stand when addressing the Mayor at a Full Council. Following a request from a Member and discussion at by Group Leader's, it is suggested that this be amended to allow Members to remain seating. It is considered that this may allow the microphone system to work more effectively.

**5. CONSULTATION**

5.1 The Constitution and Ethics Committee are the nominated consultees for recommending substantive changes to the Council's Constitution to Full Council.

**6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 It is anticipated that a final report, should changes be agreed, will be presented to Full Council on 12 December 2018. Should Option A be agreed by the Committee it is anticipated that debates at meetings of Council will run more smoothly and that all motions submitted will be given a fair opportunity to be debated.

**7. REASON FOR THE RECOMMENDATION**

7.1 To enable a fuller debate on motions on notice at Full Council and to keep the business of the meeting flowing.

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 To keep the Standing Orders as currently agreed. Although there are no implications from doing so there would remain the possibility that motions on notice are not debated fully at the meeting.

**9. IMPLICATIONS**

**Financial Implications**

9.1 None.

**Legal Implications**

9.2 None

**Equalities Implications**

9.3 None.

**10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 Part 4 Section 1 of the Council Constitution (Standing Orders)

- Adur and Worthing Council Constitution
- Liverpool City Council Constitution
- South Cambridgeshire District Council Constitution
- Preston City Council Constitution
- Croydon Council Constitution
- York City Council Constitution
- Brighton and Hove Council Constitution

**11. APPENDICES**

11.1 Appendix 1 - Proposed track changes to the Council Standing Orders