



Enquiries to:

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Date: 1st July 2025

Our Ref: KB

Dear Sir/Madam,

Council – 2nd July 2025

I refer to agenda item no **11e) Constitution Review Working Party – Council Meeting Agenda Order** and as per the minutes of the meeting of Audit and Standards Committee held on 24th June 2025 an amended recommendation was put forward for Council consideration as follows:

- a) **IT BE RECOMMENDED TO COUNCIL** that agenda item 'Questions By Members' be moved to the end of the agenda at Full Council and, if required due to time restrictions, Standing Orders be automatically suspended as necessary, in connection with the three-hour meeting rule, to maintain up to 45 minutes of 'Questions By Members'; and
- b) **IT BE RECOMMENDED TO COUNCIL** that the constitution be amended accordingly.

In view of the amended recommendation an updated Appendix A is attached to this letter.

Yours faithfully,

TOM SHARDLOW
Chief Executive

To: Members of the Council

Appendix A – Tracked Changes

4A.2 ORDINARY MEETINGS

4.2.1. Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. Ordinary meetings will:

- (i) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (ii) approve the accuracy of the minutes of the last meeting;
- (iii) receive any declarations of interest from Councillors;
- (iv) receive any announcements from the Mayor, Leader, and Members of the Cabinet or the Head of Paid Service;
- (v) provide answers to questions, and permit the making of statements from the public submitted in accordance with paragraph 4A.9;
- ~~(vi)(i)~~ ~~provide answers to questions from Councillors submitted in accordance with paragraph 4A.10~~
- ~~(vii)(vi)~~ consider any decisions taken urgently and not subject to call in (see Access to Information Procedural Rule 17.3);
- ~~(viii)(vii)~~ deal with any business from the last Council meeting;
- ~~(ix)(viii)~~ receive reports from the Cabinet and if appropriate the Council's Committees (as determined by the Chair of the relevant Committee) and receive questions and answers on any of those reports;
- ~~(x)(ix)~~ receive reports about, and receive questions and answers on, the business of joint arrangements and external organisations;
- ~~provide answers to questions from Councillors submitted in accordance with paragraph 4A.10~~
- ~~(xi)(x)~~ consider motions; ~~and~~
- ~~(xi)~~ consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's Budget and Policy Framework and reports of the Overview & Scrutiny Panels for debate (see Overview & Scrutiny Panel Procedural Rule 8(b)); ~~and~~
- ~~(xii)~~ ~~provide answers to questions from Councillors submitted in accordance with paragraph 4A.10.~~

4.2.2. Unless a Motion has been moved, seconded and approved as per paragraph 4.A.12 (m), for the purposes of 4.2.1 xii, if 45 minutes of the meeting cannot be accommodated within the three hour rule (as per paragraph 4.A.8), the meeting will automatically extend up to a maximum of 45 minutes without debate or a need to vote, to permit questions from Councillors in accordance with paragraph 4A.10.

4.2.3. The Mayor may close the meeting prior to the 45 minutes time limitation if questions from Councillors takes less than the 45 minutes permitted. For the avoidance of doubt, paragraph 4.2.2. has no bearing on paragraph 4.10.6 therefore, the Mayor may, as permitted by paragraph 4.10.6 (c), may limit any debate on questions as he or she shall see fit.

4A.8 DURATION OF MEETING

Unless the majority of Councillors present vote for the meeting to continue, any meeting that has lasted for three hours will adjourn immediately except for questions from Councillors as per paragraph 4.2.1xii. ~~If the only remaining business relates to Members' questions, they shall be dealt with in writing and the questions and responses will be minuted.~~ Remaining

business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next Ordinary Meeting.

4A.12 MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Cabinet, Panels, Committees or officers, and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question/motion be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting continue beyond three hours in duration unless extended automatically in accordance with paragraph 4.2.2;
- (n) to suspend a particular Council procedure rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a Councillor named under rule 4.19.3 or to exclude them from the meeting under rule 4.19.4; and
- (q) to give the consent of the Council where its consent is required by the Constitution.
- (r) to extend the time limits for speeches.

Appendix A – Clean Version

4A.2 ORDINARY MEETINGS

4.2.1. Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. Ordinary meetings will:

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- (iv) receive any announcements from the Mayor, Leader, and Members of the Cabinet or the Head of Paid Service;
- (v) provide answers to questions, and permit the making of statements from the public submitted in accordance with paragraph 4A.9;
- (vi) consider any decisions taken urgently and not subject to call in (see Access to Information Procedural Rule 17.3);
- (vii) deal with any business from the last Council meeting;
- (viii) receive reports from the Cabinet and if appropriate the Council's Committees (as determined by the Chair of the relevant Committee) and receive questions and answers on any of those reports;
- (ix) receive reports about, and receive questions and answers on, the business of joint arrangements and external organisations;
- (x) consider motions;
- (xi) consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's Budget and Policy Framework and reports of the Overview & Scrutiny Panels for debate (see Overview & Scrutiny Panel Procedural Rule 8(b)); and
- (xii) provide answers to questions from Councillors submitted in accordance with paragraph 4A.10.

4.2.2. Unless a Motion has been moved, seconded and approved as per paragraph 4.A.12 (m), for the purposes of 4.2.1 xii, if 45 minutes of the meeting cannot be accommodated within the three hour rule (as per paragraph 4.A.8), the meeting will automatically extend up to a maximum of 45 minutes without debate or a need to vote, to permit questions from Councillors in accordance with paragraph 4A.10.

4.2.3. The Mayor may close the meeting prior to the 45 minutes time limitation if questions from Councillors takes less than the 45 minutes permitted. For the avoidance of doubt, paragraph 4.2.2. has no bearing on paragraph 4.10.6 therefore, the Mayor may, as permitted by paragraph 4.10.6 (c), may limit any debate on questions as he or she shall see fit.

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Unless the majority of Councillors present vote for the meeting to continue, any meeting that has lasted for three hours will adjourn immediately except for questions from Councillors as per paragraph 4.2.1xii.. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next Ordinary Meeting.

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- (r) to extend the time limits for speeches.