

## APPENDIX C

Number & Heading of Current Council Standing Orders	Content of Current Standing Orders	Destination	Comments
1. Meetings of Council	Scheduling & Calling of meetings	New Rule 1 – Annual Meeting of Council New Rule 4 – Time & Place of Meetings New Rule 5 – Notice of & Summons to Meeting	Re organised information to clarify requirements
2. Mayor & Deputy Mayor	Election of Mayor & Deputy Mayor first item of business at annual meeting	New Rule 1 – Annual Meeting of the Council	Clarified the procedure & process to be adopted
3. Chairman of the Meeting	Any Power or duty of Chairman may be exercised by person presiding In absence Mayor/Deputy meeting to choose another to preside	New Rule 6 – Chairman for the Meeting New Rule 2 – Ordinary Council Meetings	As existing
4. Quorum	One third of members to be present for meeting to be quorate. If Council becomes inquorate the meeting stands adjourned for 15 minutes and if still inquorate the meeting is adjourned.	New Rule 7 – Quorum	Wording simplified
5. Matters to be considered at the Annual Meeting (Mayoral	Sets out all the business to be conducted at the Mayoral Installation & at the First Business meeting of the year	New Rule 1– Annual Meeting of the Council	Separated out clearly the two processes

Installation)/ First Business Meeting of the Municipal Year (Appointment of Cabinet/Committees) etc.		New Rule 1 - First Business Meeting of the Municipal Year	Updated the requirements. Note no legal requirement now to appoint a Standards Committee.
6. Order of Business at Ordinary Council Meetings	Sets out order of business at ordinary council meetings	New Rule 2 – Ordinary Council Meetings	Updates business at ordinary Council meetings – linking to relevant rules. Note Minutes not reports from Cabinet/Gov/Scrutiny/Standards Cttee Note time limits for questions from members & notices of motion.
7. Removal of Leader	Council may remove Executive Leader on Notice of Motion and by simple majority of those present and voting	New Rule 11 – Removal of Leader	Legal requirement
8. Reports of the Cabinet, Scrutiny & Governance Committee to the Council	Reports from Cabinet, Scrutiny & Governance summarising main issues to go Council Any member can ask a question on the content of the report & address council for 3 minutes May ask a supplementary Q directly related to original Q & address Council for 2 mins	New Rule 9 – Minutes of the Cabinet, Scrutiny Standards & Governance Committee to Council  NB Added discretion of Mayor not Council to extend time limit of 3 minutes	Minutes not reports to be presented to Council  Standards Committee added to list of Committees presenting Minutes to Council to raise the Cttee profile.

9. Notices of Motion	<p>Notices of Motion to be in writing &amp; signed by mover &amp; seconder &amp; delivered 7 clear working days before meeting ( 4.45pm Friday before)</p> <p>Notice dated &amp; numbered &amp; added to book</p> <p>Must be added to agenda</p> <p>Mayor has discretion moved to a future meeting</p> <p>Must be relevant to powers &amp; duties or district</p> <p>Mayor on advice CEx can rule out of order</p>	New Rule 10 – Notices of Motion	<p>Altered so that Notices of Motion are no longer entered in a book which members can inspect</p> <p>Deletes Mayors discretion to refer matters to a future meeting</p> <p>Deleted provision on Motions not moved</p> <p>Time limit on one hour – to be extended at Mayors discretion.</p>
10. Motions and Amendments which may be moved without notice	List of matters to be moved without notice	New Rule12 - Motions Without Notice	Minor re wording only
11. Questions	<p>Lists member may ask a question of Mayor, leader, Chairman etc by giving notice in writing at least one clear day before the meeting (eg 5pm Mon)</p> <p>List of those giving notice to be circulated to the meeting.</p> <p>Member may also ask a question without notice but no requirement for an immediate answer</p> <p>No need to answer a question if info sought is confidential</p>	New Rule 13 – Questions from Members	<p>Deletes Mayor &amp; adds Member Champions to the list of individuals of whom questions may be asked</p> <p>Adds a clause to limit the duration of questions to 30 minutes</p> <p>Deletes questions to officers who are members or directors of companies – questions ought to be directed outside formal Council forum.</p>

			Mayor may rule questions out of order
12. Minutes	Signing of minutes as a correct record No discussion except as to accuracy To be signed at next ordinary meeting	New Rule 8 – Minutes & Record of Attendance	Sets out procedure to be followed
13. Rules of Debate of Council Meetings	Lengthy rules of formal debate	New Rule 14 – Rules of Debate	Re drafted to simplify rules. Deleted section on debating a current issue
14. Questions or Address by Members of the Public	The public may ask a question or address the Council on any matter of Council business/ affecting the Borough or residents Notice of the subject matter of an address to be given at least 6 days before (ie 5pm Monday week before) Matter to be included on agenda Questions in writing at least one clear day before (ie 5pm Monday same week) Questions may be asked without notice but no need to be given an immediate reply Total of 5 minutes during whole meeting for public questions Can ask questions after members on individual items Members have a right to reply	New Rule 15 - Public Participation.	Simplified format and separated out the two provisions for asking a question or making a statement to address the meeting.  Mayor may rule out of order if inappropriate  Members retain right of reply

15. Future of the Borough Debate	<p>Leader or 5 members may call a future of the Borough debate</p> <p>Only one a year</p> <p>Format to be agreed by leader</p> <p>Chaired by Mayor</p> <p>Results disseminated widely within community etc</p> <p>Considered by cabinet in proposing corporate plan</p>	Deleted	Deleted as Council has not used this mechanism for some time. This does not tend to be a popular concept nowadays.
16. Participation by the Public & Members of the Council, Cabinet, Scrutiny, Governance & Planning	<p>Questions statements and comments from the public and Council members to be allowed at meetings on agenda items.</p> <p>Public can speak 5 min in total each</p> <p>Inappropriate questions discounted</p>	New rule 32 Members Participation at Cabinet etc rule 33 Participation by the Public at Cabinet etc	<p>Separated provisions relating to public &amp; members</p> <p>Clarifies list of exceptions where the Members may not attend due to nature of meeting</p> <p>New guidance drafted for speaking at Planning Committee</p>
17. Motions affecting Persons employed by the Council	<p>Questions at Council, cabinet or committees about staffing issues which are normally exempt information should not be answered without considering need to go into Part B</p>	New rule 32 Members Participation at Cabinet etc	Now makes reference to confidential issues being considered after exclusion of press or public under Access to Info Procedure Rules
18. Disorderly Conduct	Sanctions for disorderly conduct by members	New Rule 18– Member Conduct	Added requirement to treat others with respect as required by Code of Conduct

19. Disturbance by Members of the Public	Interruption of proceedings by public either by an individual or generally	New Rule 19– Disturbance by the Public	Added Mayor may adjourn the meeting in the event of a general disturbance
20. Recording Equipment	Allows use of tape recorders etc if Mayor knows and approves	New Rule 20 – Recording & Filming of Meetings	Updated provision as legislation has superseded this & recording and filming is now allowed provided it does not cause a disturbance
21. Rescission of preceding resolution	Prevents any resolution passed in last 6 months being rescinded unless 5 members of Council give notice under s/o 9 Prevents any matter being considered more than twice in the same civic year	New Rule 23 – Previous Decisions & Motions	Wording simplified and 21(2) deleted as duplication.
22. Voting & Decisions	Matters to be decided by a simple majority of those present & voting. Chairman second/casting vote in case of equality.  Voting by show of hands or electronic means or affirmation Recorded Votes 5 members may support request for recorded vote  Must record votes at Budget meeting & Council tax setting	New Rule 16– Voting & Recorded Votes	Clarifies legal requirement to have a recorded vote at Budget Council meetings.

23. Right to Require Individual Vote to be recorded	Any member may request his/her vote be recorded in the minutes to show how he/she voted	New rule 16 – Voting & Recorded Votes	Amalgamated this section into general rules on Voting and Decisions
24. Voting on Appointments	Mechanism for voting on appointments for vacancies	New Rule 17 Voting on Appointments	Simplified wording
25. Record of Attendance	Names of those present at Council to be recorded in the minutes	New Rule 8 – Minutes & Record of Attendance	Amalgamated this section into general rule on Minutes
26. Interest of Officers in Contracts	Chief Executive to keep a book to record interests of officers in contracts	Deleted	Now an on line resource. See Contract Procedure Rules & Employee Code of Conduct
27. Suspension of Standing Orders	Standing Orders to be suspended if moved, seconded & carried	New Rule 24 - Suspension & Amendments of Procedure Rules/Standing Orders	Updated to state may not suspend Mayors Interpretation of Rules or recorded vote at Budget Council
28. Standing Orders to be given to Members	Copies of Standing orders to be given to members on election & copies of amendments forwarded once adopted.	Deleted	Unnecessary to make this provision as all members will have access to online version of Constitution & any amendments require approval of full Council.

29. Interpretation of Standing Orders	Ruling of Mayor on construction or application of SO's & proceedings not to be challenged – but does not set a precedent	New Rule 22 - Interpretation of Standing Orders	As existing provision.
30. Appointment of Committees	Council to appoint such committees as required by statute or as necessary to carry out functions but may not appoint any member to hold office later than the first meeting of the council following its next annual meeting & may dissolve committee or alter membership at any time.	Retain – but check if necessary to deal with term of office.	Check against rule 2 & rule 25 on Committees. Needs more work.
31. Constitution of the Cabinet & Committees	Functions of cabinet and committees to be allocated by Council where there is local choice. Must act in accordance with constitution/financial regs etc Meetings of Cabinet not to last longer than 2 hours unless S/O is suspended	Deleted	No need to stipulate this – Act requires it  Length of Cabinet Meetings a matter for Cabinet.
32. Resolution of Conflicting Decisions	Any decision of Cabinet in direct conflict with any passed by a Committee will be resolved by Council	New Rule 36	Within current version
33. Appointment of Newly Elected Councillors to My Neighbourhood area – By Elections	Any member elected at a by election will be a member of the appropriate My Neighbourhood area with immediate effect	Deleted	Move to My Neighbourhood area Procedure Rules



34. Proceedings of Meetings – Confidential & Exempt Matters	Sets out the procedure for considering exempt or confidential information	Deleted	Duplication with Access to Information Procedure Rules
35. Appointment of Chairman & Vice Chairman of Cabinet & Committees	Chairman and Vice Chairman to be appointed annually & in event of vacancy can be reconsidered “in year” Deals with Cabinet & My Neighbourhood	New Rule 1.2(ix) First Business Meeting	Retain and cross linked to relevant cabinet & committee rules
36. Political Groups	Political Groups may nominate spokespersons & deputy spokespersons for committees	Deleted	This is a matter for Political Groups
37. Political Balance on Committees & Sub Committees	Membership of each Committee & sub Committee (except Cabinet & My Neighbourhood areas) to be determined by Local Government & Housing Act 1989 rules on proportionality	New Rule 2(viii) Ordinary Council Meetings	Refers to requirement for committees to be politically balanced
38. Delegation of Urgent Decisions between meetings of the Cabinet or a Committee	Urgent decisions can be made between meetings of Cabinet & Committees by the C Ex in consultation with the relevant Cabinet member or Chairman/ VC or in their absence the Mayor. Decision to be recorded in writing and reported to next scheduled meeting of the relevant body.	Still included with original wording	Chairman has requested to look at best practice on this issue –an urgency mechanism is needed but various options are possible.  Need a member debate

39. Special Meetings of the Cabinet or Committee	<p>Leader may call a special meeting of Cabinet, the Mayor may call Council &amp; any Chairman their committee</p> <p>One third of Cabinet/ Committee members may call a special meeting to consider specific business</p> <p>5 clear days' notice must be given of every special meeting</p>	New Rule 27 & Rule 3	Re draft of existing provisions
40. Sub Committees	<p>Committees may appoint sub committees</p> <p>Chairman &amp; VC to be appointed by parent body</p>	New Rule 28	Re draft of existing provisions
41. Quorum of the Cabinet, Committees & sub Committees	<p>Cabinet/ Committee Quorum 3 members /one third membership whichever greater</p> <p>If not meeting adjourned 15 minutes – if still not quorate adjourned</p> <p>Sub committee quorum one quarter or members or 3 whichever greater or adjourned.</p> <p>Any meetings not quorate adjourned to fixed date or next ordinary meeting</p>	New Rule 29	Simplifies & clarifies existing rules
42. Declarations of Interests – Participation in Debate & Voting	<p>Must leave the room if Member has a DPI.</p> <p>If any interest so significant likely to prejudice judgment of the public interest – may make reps then leave.</p>	New Rule 21 & 30 – Declaration of Interests & Withdrawal from Meeting	Updates & strengthens existing SO's – refers to code and included at Council & other meetings

43. Voting in the Cabinet, Committees & sub Committees	<p>Voting at Cabinet, Committees &amp; sub Committees show of hands/ electronic/ affirmation of the meeting. Recorded vote if 3 signify support by rising in places</p> <p>Any member with DPI not entitled vote &amp; will have withdrawn before discussion &amp; voting</p>	<p>New Rule 31 Voting in Cabinet etc</p> <p>New Rule 21 - Declaration of Interests &amp; Withdrawal from Meeting</p>	Re draft of provisions on voting but now only requires min of 2 members to support a recorded vote.
44. Standing Orders to apply to Cabinet, Committees & sub Committees	These standing orders will apply with any modifications to Cabinet, Committee & sub Committees unless specific indication to contrary	New Rule 25 Appointment of Committees & Applic of Procedure Rules	As existing standing order but section also clarified by setting out what applies to Cabinet and Committees
45. Councillors entitled to attend all Cabinet, Committee & sub committees (excluding my neighbourhood areas)	All Councillors may attend all meetings of Cabinet, committees & sub committees & may speak but not vote.	New Rule 32	Retains Members existing right to attend & speak but clarifies a list of exceptions where the issue is a staffing or quasi-judicial function
46. Canvassing of & Recommendations by Members	Canvassing of members for any appointment will disqualify the candidate and this will be stated on all application forms. If approached the member should report it to the Chief Exec.	Deleted	Consider as part of review of Officer Employment Procedure Rules

	A member may not solicit any appointment for any person but may give a written reference or testimonial		
47. Relatives of Members or Officers	<p>A candidate for any employment must disclose if related to any member or officer when making the application. Failure to do so will result on disqualification or dismissal if appointed. Members &amp; Officers must disclose any relationship with any candidate.</p> <p>Defines what a relative is.</p> <p>This provision must be included on all application forms.</p>	Deleted	Consider as part of review of Officer Employment Procedure Rules
48. Staff establishments & Appointments	Lengthy procedure dealing with increases to establishment & advertising post	Deleted	Consider as part of review of Officer Employment Procedure Rules
49. Political Assistants	No appointment of Political Asst must be made until posts allocated to all groups	Deleted	<p>The Council does not appoint Political Assistants.</p> <p>Legislation sets out the process to be followed should the Council decide to appoint at some future date but relatively</p>

			few Councils nationally appoint Political Assistants.
50. Disciplinary Action – Head of Paid Service/MO/Chief Financial Officer	No disciplinary action against HoPS, s151 & MO may be taken except in accordance with report from a DIP	Deleted	Legislation changed. Add new requirements to Employment Procedure Rules.
51. Custody of Seal	Council Seal to be kept in a safe place by senior legal officer.	Deleted	Operational issue for Monitoring Officer
52. Sealing of Documents	Common seal only affixed to documents when authorised by resolution of Council or cabinet etc Attested by legal officer & kept in seal book	Deleted	Operational issue for Monitoring Officer
53. Authentication of Documents for Legal Proceedings	If any legal documents needed for Legal Proceedings must be signed by legal officer.	Deleted	Operational issue for Monitoring Officer
54. Inspection of Documents	Enables members to inspect documents.	Deleted due to duplication	Move to Access to Information Procedure Rules (see rules 22 – 24 of existing rules which also deals with inspection of documents.)
55. Inspection of Land, Premises etc		Deleted	Not normally part of Council Procedure Rules &

	Prevents members claiming right to enter on or inspect private land/ premises where Council has power or duty to enter.		Members do not claim to be able to do this.
56. Variation & Revocation of Standing Orders	Sets out the process to vary or revoke Rules – requires a report to Cabinet	New Rule24 – Suspension & Amendment of Procedure Rules/ Standing Orders	Requires a report from the Governance Committee or MO instead of being referred to Cabinet