

Appendix 4

Amendments to the Council Procedure Rules.

2. ORDINARY MEETINGS ORDER OF BUSINESS

2.01 Programme of ordinary meetings

The programme of ordinary meetings of the Council will be agreed at an ordinary meeting of Council on an annual basis.

[Note: The programme of ordinary meetings of the Council will normally cover at least an 18 month period]

2.02 Ordinary meetings shall:

- (i) elect a person to preside if the Mayor (Chair) and Sheriff and Deputy Mayor (Vice-Chair) are not present;
- (ii) approve the minutes of the last meeting;
- (iii) deal with any business from the last Council meeting;
- (iv) receive any declarations of interest from Members and officers;
- (v) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
- (vi) receive petitions and deputations from the public;
- (vii) receive any announcements from the Mayor, Leader, Members of the Cabinet, Overview and Scrutiny Committee Chair, Licensing and Enforcement Committee Chair, Planning Committee Chair, Audit and Governance Committee Chair or the Head of Paid Service;
- (viii) ~~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,~~receive oral questions from Members, including Leader and Cabinet Members' Question Time (oral and written questions) and reports of the Overview and Scrutiny Committee for debateQuestions to Chairs of Meetings;
- (ix) ~~consider the report of the Corporate Director of Resources concerning recommendations to Council from other Committees;~~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, reports from the Cabinet and the Council's Committees and reports of the Overview and Scrutiny Committee.
- (x) consider motions;
- (xi) ~~receive reports from the Cabinet and the Council's Committees and receive questions and answers on any of those reports;~~receive Written Questions to Cabinet Members;
- (xii) an exception to the above rules will apply to the budget meeting of Council by the omission of Leader and Cabinet Members' Question Time, Questions to Chairs of Meetings and Written Questions to Cabinet Members~~and issue debate business.~~

12. QUESTIONS BY MEMBERS

12.01 Leader and Cabinet Members' Question Time

That a period of ~~forty-five~~thirty minutes be set aside so that any Member of Council may ask the Leader of the Council or any Cabinet Member any question, without prior notice, upon

- any matters relating to the Council's administration;
- relating to any report of the Cabinet appearing on the Council's summons;
- a matter coming within their portfolio of responsibilities.

Where there is one opposition Group, the opposition group leader shall have the opportunity to ask the first two questions and where there are two opposition groups, the opposition group leaders shall have the opportunity to ask the first four questions, two questions each respectively.

Every question shall be put and answered without discussion provided that a Member may ask one supplementary question related to a question already put by themselves.

12.02 Written Questions to Cabinet Members

Subject to Rule 15, a Member of the Council may submit a written question to any Cabinet Member

- a matter coming within their portfolio of responsibilities subject to a copy of such question being delivered to the Corporate Director of Resources not later than 12.00 noon ten clear working days preceding the day of the Council meeting, provided that, at the discretion of the Chair a question may be permitted without such notice relating to business which the Chair considers to be urgent upon the same being delivered to the Chair in writing; or
- relating to a report of the Cabinet appearing on the Council summons.

Every question shall be put and answered without discussion, provided that a Member may ask one supplementary question related to a question already put by themselves and that no time limit be imposed on supplementary questions and answers.

12.03 Questions To Chairs of Meetings

That a period of 15 minutes be set aside so that any Member of the Council may ask the Chair of a Committee any question upon any issue in respect of that Committee or in respect of an item shown in the minutes of the Committee after they have been approved by the relevant Committee.

12.04 Answers To Questions

Any answer may take the form of:-

- (a) a direct oral answer; or
- (b) where the desired information is contained in a publication of the Council, a reference to that publication; or
- (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council and if not confidential, to the press.