

**KIRKLEES METROPOLITAN COUNCIL**

<b>COUNCIL BUSINESS COMMITTEE ANNUAL MEETING OF THE COUNCIL</b>
<b>28 APRIL 2005 18 MAY 2005</b>
<b>AREA COMMITTEES/WARDS AFFECTED:</b> None Specific
<b>TITLE:</b> Proposed Amendments to Council Procedure Rules
<b>WHY IS IT COMING HERE / WHAT DECISION IS REQUIRED?</b>  <ul style="list-style-type: none"> <li>* To consider proposed changes to Council Procedure Rules to reflect proposals 'trialled' at Council meetings held on 19 January and 13 April 2005</li> <li>* To determine whether or not amendments should now be made to Council Procedure Rules to reflect the proposals 'trialled' at those meetings.</li> </ul>
<b>WHAT ARE THE KEY POINTS:</b>  <p>Council Business Committee at a meeting held on 6 January 2005 considered the attached briefing note which detailed revised procedures for addressing oral questions at Council meetings to Cabinet Members on their portfolios; to Chairs of Committees on the Terms of Reference of the Committee; and to Cabinet Members/Lead Members on any issues arising from their attendance at meetings of external organisations, and time limits thereon.</p> <p>The Committee <b>AGREED</b> that the proposals outlined in the briefing paper be 'trialled' at the two remaining Council meetings with a further review by the Committee prior to the Annual meeting.</p>
<b>RECOMMENDATION:</b>  <p>That the proposal 'trialled' at Council meetings held on 9 January and 13 April 2005 be endorsed and that Officers be requested to make the formal amendments to Council Procedure Rules subject to this proposal being confirmed at the Annual Meeting of the Council to be held on 18 May 2005.</p>
<b>CONTACT OFFICER:</b>  <p>John Quarmby, 01484 221703</p>

JQ/PAW

5 May 2005

## **COUNCIL BUSINESS COMMITTEE - 6 JANUARY 2005**

### **BRIEFING NOTE TO MEMBERS RE ORAL QUESTIONS TO CABINET MEMBERS ON PORTFOLIOS/EXTERNAL ORGANISATIONS AT COUNCIL**

Members have commented about the current Council Procedure Rule which allows oral questions to be asked of Cabinet Members on their portfolio at Council meetings. Under the current Rule (Council Procedure Rule 12) oral questions can be asked during comments/questions on Minutes. This matter has been reviewed by the Chief Executive, the Solicitor to the Council and the Head of Democratic Support Service and it is suggested that oral questions to Cabinet Members on portfolio matters are now dealt with separately on the Agenda in a similar manner to that adopted the previous municipal year.

The Agenda for ordinary Council meetings would look as follows:-

To receive the Minutes of meetings of Cabinet, Cabinet Committees and other Committees - These will be listed on the Agenda as follows:-

Cabinet

Cabinet Committees - where two or more sets of Minutes of each Cabinet Committee are to be submitted to Council these will be grouped together rather than in date order as at present

Other Committees (in alphabetical order as at present)

During consideration of the Minutes Members will be able to comment and/or ask a question on a specific matter mentioned in a Minute as at present.

When comments/questions have been asked on the Minutes of Cabinet/Cabinet Committees this will be followed by oral questions to Cabinet Members.

The portfolios will appear in (alphabetical) order on the Agenda and questions will be addressed to the Cabinet Members whose portfolio is at the top of the list. Once questions to that Cabinet Member have been completed, his or her portfolio will fall to the bottom of the list and questions will be addressed to the second, third, etc. until the allotted time is completed whereupon the Cabinet Member being questioned will fall to the bottom of the list. At the next meeting the list will begin where it ended at the previous meeting - it is proposed that during this item Members will have the opportunity to question Cabinet Members on meetings/discussions with external organisations which is a new initiative which started for the first time at the previous Council meeting.

This will then be followed by comments/questions on the Minutes of meetings of other Committees followed by any oral questions to Chairs of Committees (on any item within the Terms of Reference of the Committee).

Under current Procedure Rules a total period of 45 minutes is devoted to comments/questions on the minutes and oral questions - 30 minutes to Cabinet Members and 15 minutes to Chairs of Committees.

It is suggested that this is extended to 1 hour. 45 minutes for Cabinet and 15 minutes to Committees as at present. This will not prevent a Member moving an extension of time as has happened in the past.

It is not proposed at this late stage in the municipal year to amend Council Procedure Rules but to "trial" the proposals at the two remaining Council meetings (January and April 2005) and review the situation prior to the Annual meeting.

Members are asked for their comments on the proposals outlined.

Contact: John Quarmby 01484 221703

Consultees: Rob Vincent, Chief Executive  
John Emms, Solicitor to the Council  
Michael Butler, Head of Democratic Support Service

JQ/CMB

29 December 2004