

Name of meeting: Council (Annual)
Date: 25 May 2016

Title of report: Proposed Amendments to Council Procedure Rules

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not applicable
Is it in the Council's Forward Plan ?	Not applicable
Is it eligible for "call in" by Scrutiny ?	Not applicable
Date signed off by Director & name	David Smith, 12 May 2016
Is it signed off by the Assistant Director - Legal & Governance?	Yes, 12 May 2016
Cabinet member portfolio	Resources

Electoral [wards](#) affected: N/A
Ward councillors consulted: N/A

Public or private: Public

1. Purpose of report

To set out proposed changes to Council Procedure Rules (Part 4 of the Constitution) and seek approval by Council of those proposed changes.

2. Key points

Appendix 1, attached, sets out (shown in blue text), proposed revisions to Council Procedure Rules. The changes have been made in response to suggestions for areas of change or requirements for clarification that have arisen during the 2015/2016 municipal year.

The key changes as set out in Appendix 1 are as follows;

- To incorporate the receipt of Minutes of Meetings of West Yorkshire Combined Authority.

Council now routinely receives minutes of the meetings of West Yorkshire Combined Authority, and it is therefore appropriate for this to be accommodated within the procedural order. This has been incorporated at CPR 5.

- To incorporate debates scheduled in accordance with the Council's Petitions Scheme within the procedure of meetings of Council.
It is appropriate for CPRs to take account of the Council's Petitions Scheme. 9B has now been inserted to set out the provisions of the scheme.

- To receive responses to previously agreed Council Motions at an early part of the Council meeting.

Council Procedure Rules currently set out the receipt of responses to Motions at the end of the agenda, and so consequently, these are often not considered due to the meeting being out of time. It has been requested by Members that the receipt of such information is changed in the procedural order. This has been inserted at CPR 5:2:l.

- To regulate the timeframe for the resubmission of Council Motions which are not considered due to time constraints.

Council Procedure Rules do not currently provide guidance as to the timescales for when motions may be resubmitted to meetings if they are not considered. Consequently, in order to provide clarification, CPR 14 (1) has been amended to set out that any re-submissions can be accepted from 10.00am onwards on the day following a Council meeting. Any motions re-submitted shall be listed in the same order as they were listed on the agenda of the previous meeting. Any further (new) motions shall be listed after re-submitted motions.

Additional drafting amendments have also been made to Council Procedure Rules 11(b), 13(2)(ii), 14 (7), 16(2), 35(8), 37 and 47(1). These changes are illustrated in blue text in the appended report.

3. Implications for the Council

The Council's Procedure Rules are reviewed and updated annually to ensure that they are fit for purpose and allow meetings of the Council to be conducted in a fair, democratic and consistent manner.

4. Consultees

The report was considered by Corporate Governance and Audit Committee on 22 April 2016. The Committee endorsed the

amendments, and also requested an additional rule, which has now been incorporated at Paragraph 15 (4) (iii) of the attached document.

5. Next steps

Subject to approval, to implement with immediate effect.

6. Officer recommendations

That the proposed changes to Council Procedure Rules, as set out within the appendix of the report, be approved.

7. Cabinet portfolio holder recommendation

Not applicable.

8. Contact officer

Julie Muscroft, Assistant Director – Legal, Governance and Monitoring