

## APPENDIX 3

### PROPOSED CHANGES TO COUNCIL PROCEDURE RULES (12 MAY 2023)

The proposed amendments are set out in blue.

CPR		
10	Deputations	<p>(1) Deputations on issues on which the Council has powers or duties or which affect the area of Kirklees may be received at any meeting of the Council (except the meetings of Annual, Budget or Extra-Ordinary Council) or at any meeting of an appropriate Committee, or Sub-Committee relevant to its terms of reference. The Mayor/Chair in consultation with the Chief Executive shall have discretion to decide whether or not to hear the deputation.</p> <p>(2) All <b>Any request to make a</b> deputation should be submitted at least <del>24 hours</del> <b>five working days</b> prior to the meeting. A copy of the deputation speech must accompany the request.</p> <p>(3) <b>The Council will not receive more than four deputations at any ordinary meeting.</b></p> <p>(4) <b>The suitability of a Deputation shall be determined by the Chief Executive. Permission to attend a meeting after consideration of the most relevant committee, forum or appropriate body for response and present a Deputation shall be issued by the Chief Executive. Eligible deputations shall be heard in the order in which permission is granted.</b></p> <p>(5) <b>Where two or more deputations present opposing views on the same matter, the Council will not receive more than one of these related deputations at the same meeting. Multiple deputations on a particular subject matter or from any one person or organisation shall not be received.</b></p> <p>(6) <b>The Council shall not normally receive a deputation on a matter that has been the subject of a deputation in the previous six months, except as a result of a refusal at (5).</b></p> <p>(7) <b>The Council shall not debate any matter raised by a deputation when it is presented.</b></p>

		<p>(8) Any Member of the Council may move a motion without notice, that the deputation be or not be received, or that the subject matter be referred to the appropriate committee. The Mayor will put such a motion on being seconded, to the vote without debate.</p> <p>Deputations which will not be received</p> <p>(9) If the Chief Executive considers that it includes references to the following:</p> <p>(a) Matters which in the opinion of the Chief Executive are likely to involve the disclosure of confidential or exempt information.</p> <p>(b) Information relating to complaints made under statutory provisions which have not been finally dealt with.</p> <p>(c) Information concerning <del>the merit of applications or other matters currently before</del> <b>being considered by any type of Committee including but not limited to,</b> the Council, Cabinet or a Committee, Sub-committee, Panel or Officers <del>for determination in respect of which the Council is required to act quasi-judicially or administratively is under a duty to act quasi-judicially.</del></p> <p>(d) Information of a personal nature or which is defamatory, offensive, frivolous, repetitive or vexatious.</p> <p>(10) Deputations with the sole or predominant purpose of promoting any company's or individual's own business interests or financial position will not be permitted.</p> <p>Size of Deputation and Speech</p> <p>(11) The deputation shall not exceed five persons and the speech shall not exceed five minutes.</p> <p>(12) When a deputation is received at a Council meeting, no discussion shall take place on the item but the relevant Cabinet Member shall respond to the deputation. The Cabinet Member's response shall not exceed five minutes.</p> <p>(13) The Mayor shall have the discretion to allow any other Member of the Council to respond to a deputation in exceptional circumstances. For example, in order to respond to personal attacks made during the course of a deputation. Such response shall not exceed five minutes.</p>
--	--	---

		<p>Referral of Subject Matter</p> <p>(14) The Mayor may direct that the subject matter of a deputation be referred to an appropriate Service Director for investigation and report to Cabinet or an appropriate Committee</p>
11	Public Questions	<p>Amend title to include the word 'Boards'</p> <p>MO Delegation</p>
11	Public Questions	<p>Require submission at least seven working days in advance of meeting. <i>(covered in last years CGA report 22.4.22 para 2.12)</i></p> <p>It is proposed that CPR 11(1) be amended by the addition of a new paragraph (d), as follows: (d) All public questions must be submitted at least seven clear working days prior to the meeting.</p>
12	Written Questions	<p>Limit the number of questions each Councillor can submit</p>
14 (1)	Motions	<p>Change submission deadline to 8 working days <i>(covered in last years CGA report 22.4.22 para 2.16)</i></p>
14 (1)	Motions	<p>Change second para to '...will only be accepted for the next scheduled Ordinary Council meeting from 10.00am onwards following the day of the previous Council Meeting'</p> <p>MO Delegation</p>
14 (2)	Motions	<p>Change to 'Any further (new) Motions, including previous Motions that have not been resubmitted in accordance with Council Procedure Rule 14(3) will be listed after Motions submitted in accordance with Council Procedure Rule 14(3).'</p> <p>CPR 14(2)be amended to read 'Any Motions re-submitted will be listed on the agenda in the same order that they were listed for the previous meeting. Any further motions, ie, new motions or previous motions deemed withdrawn in accordance with CPR 14(3), will be listed after the re-submitted motions. The Chief Executive, in consultation with the Mayor, shall have authority to re-order the Motions as</p>

		<p>appropriate. The Chief Executive will inform Group Leaders when such action is being taken.'</p> <p>MO Delegation – clarifies procedure, no changes</p>
14 (11)	Amendments	<p>Change deadline to day before Council (<i>covered in last years CGA report 22.4.22 para 2.19</i>)</p> <p>It is proposed that CPR 14(11) be amended to require amendments to motions to be submitted by 10.00 am the day prior to the meeting of Council.</p> <p>'Any proposed amendment to a Motion which has been included in the summons for a meeting, shall be delivered to the Service Director – Legal, Governance and Commissioning no later than 10.00am on the day prior to the Council Meeting.'</p> <p>CPR 11 (a) and (b) shall be deleted.</p> <p>The current deadline is the same day as the meeting and so provides very limited opportunity for Officers to assess the content, which impacts upon the period of notice given to Councillors to make any necessary changes that may be considered to be necessary.</p> <p>It will provide additional time for Officers to liaise with Councillors regarding the finalised wording of any amendment.</p>
35 (7)	Substitutes	<ul style="list-style-type: none"> <li>- Delete District Committees</li> <li>- Delete Employee Relations Sub Committee</li> <li>- Add in – Statutory Officer Dismissal Committee</li> <li>- Add in - Corporate Parenting Board</li> </ul> <p>MO Delegation</p>
51	Remote Meetings	<p>Remove CPR 51(10) – this was a temporary arrangement during covid relating to written questions at remote meetings.</p>