

## **PROTOCOL COVERING FULL COUNCIL Updated March 2024**

### **1 INTRODUCTION**

- 1.1 The Terms of Reference for Full Council is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which Full Council will function.
- 1.2 This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

### **2 MEETING FREQUENCY AND STRUCTURE**

- 2.1 Full Council shall meet five times each year, with those meetings structured as follows:
  - 1 meeting: The Annual Meeting.
  - 1 meeting: The Budget-setting Meeting.
  - 3 meetings: These are ordinary meetings as set out at CSO 3.1 to 3.2

It is proposed that Full Council meetings shall commence at 19.30-and finish by 22.00.

- 2.2 Reports from Cabinet and Committees shall only be submitted to Full Council when a decision is necessary.
- 2.3 In the event of urgency, an extraordinary meeting of Full Council may be called in accordance with the procedure stated in the Council's Constitution (Part 4 Section a Council Procedure Rules).

#### The Annual Meeting

- 2.4 The Annual Council Meeting shall only deal with appointments and elections, as set out in the Council's Constitution (Part 4 Section A Council Procedure Rules).*[Council Standing Order provisions do allow additional items to be considered as long as they are set out on the agenda on the day of publication. However, practically, this meeting should be a ceremonial gathering, allowing the meeting to be completed by 8.30pm so councillors also have the opportunity to meet informally with invited guests such as partners and stakeholders]*

#### The Budget-setting Meeting

- 2.5 The Budget-setting Meeting shall only consider the budget and any amendments.
- 2.6 The Council may also receive deputations and petitions related to the budget. *[This is in line with council standing orders]*
- 2.7 The formal business section of these three ordinary meetings shall include:
  - Any decision that must legally be taken by the Council.
  - Council Questions (as detailed in Section 3).
  - Debating motions – There will be a maximum of two motions on each Council agenda plus any amendments. The order of the motions from the groups shall be as follows:
    - July Ordinary Meeting

- Labour Group
- Liberal Democrat Group

November Ordinary meeting

- Liberal Democrat Group
- Labour Group

March Ordinary Meeting

- Independent Socialist Group
- Labour Group

The following rules would apply for the debate of motions.

**Labour Motion: - 31 minutes**

five minutes, mover: Labour

three minutes seconder: Labour

three minutes: two Liberal Democrats,

three minutes: three Labour

three minutes: one Independent Socialist

five minutes summing up: Labour

[ 6 Labour speeches and 2 Liberal Democrat speeches and 1 Independent Socialist]

**Liberal Democrat Motion – 31 minutes**

five minutes, mover: Liberal Democrats

three minutes seconder: Liberal Democrat

three minutes: four Labour councillors

three minutes: one Liberal Democrat

three minutes : one Independent Socialist

iv. five minutes summing up: Liberal Democrat

[ 4 Liberal Democrat speeches and 4 Labour Speeches and 1 Independent Socialist]

**Independent Socialists Motion – 31 minutes**

five minutes, mover: Independent Socialists

three minutes seconder: Independent Socialists

three minutes: two Liberal Democrats

three minutes: four Labour

five minutes summing up: Independent Socialists

[provision for 3 Independent Socialist Speech, 4 Labour speeches, two Liberal Democrat]

Amendments to motions from the political groups

These would be considered in an order decided by the Mayor on the advice of the Chief Executive and Monitoring Officer and the timings above would include the moving of amendments.

[If the Independent Socialist group had an amendment to a Labour or Liberal Democrat motion, then this would need to be seconded by a member of their group without a speech]

- Appointments to outside bodies.
- Deputations and petitions.
- *To have a written report of Mayor's activities circulated and limit this item to 5 minutes in total, with the exception of when there are Council responses required to national and international or local events, there will be an additional 2 minutes. The 5-minute time allocation will include a one-minute silence to pay respects to former members. On, an annual basis, there will be an additional 5-minute provision for awards or certificates for retiring headteachers and sporting achievements by young people.*

### **3 COUNCIL QUESTIONS**

- 3.1 Members shall have the opportunity to question the Leader and Cabinet through oral questions, to maximise the live debate of issues. There shall be a maximum of nine questions from Members per Council meeting which will receive oral answers. Oral questions will be placed so as to alternate on the agenda with five from the majority group, three from the first opposition group and 1 from the second opposition group. A time limit of 45 minutes shall be allowed for oral questions and responses.

- 3.2 Members shall be able to submit in advance a question to the Leader or Cabinet Member, which will receive a written response. Members are expected to limit the number of written questions that are submitted, with this arrangement subject to review should no improvement be achieved.
- 3.3 Any member of the public shall be able to ask questions of the Cabinet, Committee Chairs, or the Leader of the Council, provided that notice is given in writing at least eight clear days in advance.
- 3.4 A member of the public shall only be able to submit one question per meeting.
- 3.5 A total time limit of 20 minutes for public questions and answers shall be allowed per meeting.