

Side by Side Comparison

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing Order 1: Meetings of the Council</p> <p>1. The Annual Meeting and other meetings of the Council shall be held at any venue considered suitable, on such dates and times as may be determined by the Director Corporate Services in consultation with the Leader of the Council.</p> <p>2. In addition to ordinary meetings, those listed below may request the proper officer to call Extraordinary Council meetings:</p> <ul style="list-style-type: none"> - the Council by resolution; - the Lord Mayor; - any five members of the Council if they have signed a requisition presented to the Leader of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition; - the Monitoring Officer. <p>Standing Order 2: Election of Lord Mayor and Deputy Lord Mayor</p> <p>1. The Lord Mayor shall be elected at the Annual Meeting of the Council.</p> <p>2. The Deputy Lord Mayor shall then be appointed at the Annual Meeting of the Council.</p> <p>Standing Order 36: Appointment Of Committees</p> <p>(1) The Council shall at the Annual Meeting appoint such Committees as it is required to appoint by or under any statute or as is necessary for the conduct of the Council's business, and may at any time appoint such other Committees as are necessary to carry out the work of the Council but, subject to any statutory</p>	<p>Rule 1: Annual Meeting of the Council</p> <p>The Annual Meeting of the Council will take place at any venue considered suitable on such dates and times as may be determined by the Proper Officer in consultation with the Leader of the Council.</p> <p>The Meeting will:</p> <ul style="list-style-type: none"> - elect a person to preside if the Lord Mayor or Deputy Lord Mayor is not present; - elect the Lord Mayor; - consider a vote of thanks to the outgoing Lord Mayor; - appoint the Deputy Lord Mayor; - receive declarations of interest by councillors and officers; - elect the Leader in any year in which the Leader's term of office expires, or if the office of Leader becomes vacant; - note the appointments to the role of Deputy Leader and to the Executive; - appoint such executive portfolios and portfolio holders as the Leader shall consider appropriate on the nomination of the Leader; - appoint the committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions PROVIDED THAT the Council has the authority to dissolve any committee or change its membership at any time, subject to applicable legal provisions; - elect the Chairs and Deputy Chairs of each of the Council's committees PROVIDED THAT no Councillor shall be eligible to be appointed Chair to more than one standing committee. - appoint Councillors to the Council's standing committees of the Council (being Executive, Planning, Licensing, Audit and Governance and Scrutiny) in accordance with the Local 	<p>No change to Standing Order 1</p> <p>Standing Order 1 now included in an itemised list of matters that take place at the annual meeting. This list of items to take place at the annual meeting also incorporates Standing Orders 2, 36(1) & (3), 37(1) & (3), 39(2)</p>

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<p>provision:- (a) shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting of the Council; (b) may at any time dissolve a Committee or alter its membership. [...]</p> <p>(3) Unless otherwise altered by the Council, the following shall be the Council's standing Committees:- (a) Executive, (b) Planning Committee, (c) Licensing, (d) Audit and Governance Committee (On which Executive members may not serve), (e) Scrutiny (on which Executive members may not serve).</p> <p>Standing Order 37: Appointment Of Executive</p> <p>(1) The Council shall, at its Annual Meeting, appoint an Executive nominated by the Leader of the Council. [...]</p> <p>(3) The Council shall, at the Annual Meeting, on the nomination of the Leader, appoint such Executive Portfolios and portfolio holders as the Leader shall consider appropriate.</p> <p>Standing Order 39: Election/Removal of Leader and Chair and Deputy Chair of Committees</p> <p>[...] (2) The Chairs and Deputy Chairs of each Committee shall be elected by Council at the Annual Meeting. In the absence from a meeting of the Chair and Deputy Chair, a Chair for that meeting will be appointed. No member of the Council shall be eligible to be appointed Chair or more than one Standing Committee.</p>	<p>Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.</p> <p>- appoint such voting co-opted members as recommended by the various committees.</p>	
<p>Standing Order 3: Chair of Meeting</p> <p>Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.</p>	<p>Rule 6: Chair of Meeting</p> <p>Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.</p>	<p>No change</p>

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<p>Standing Order 4: Quorum of Council</p> <p>If during any meeting of the Council the Chair, after counting the numbers of members present, declares that there is not a quorum present (i.e. one-third of total membership), the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to the next ordinary meeting of the Council.</p>	<p>Rule 7: Quorum</p> <p>If during any meeting of the full Council the Chair, after counting the numbers of Councillors present, declares that there is not a quorum present (i.e. one-third of total membership being less than 13 Councillors), the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to the next ordinary meeting of the Council.</p>	<p>Precise number included here for clarity.</p>
<p>Standing Order 5: Order of Business at Ordinary Meetings</p> <p>1. Except as otherwise provided by paragraph (2) of this Standing Order, the order of business at every ordinary meeting of the Council shall be:</p> <p>(a) To choose a person to preside if the Lord Mayor and Deputy are absent.</p> <p>(b) To deal with any business required by statute to be done before any other business.</p> <p>(c) To approve as a correct record and sign the minutes of the last meeting of the Council.</p> <p>(d) To deal with any business expressly required by statute to be done.</p> <p>(e) Lord Mayor's Communications and to receive any announcements from the Leader of the Council, or the Head of Paid Service.</p> <p>(f) To dispose of business (if any) remaining from the last meeting.</p> <p>(g) To receive and consider reports, minutes, and recommendations of Committees.</p> <p>(h) To consider motions in the order in which notice has been received.</p> <p>(i) Other business, if any, specified in the summons.</p>	<p>Rule 2: Ordinary Meetings</p> <p>2.1 The order of business at every ordinary meeting of the Council shall, except as otherwise provided by Council Procedure Rule 2.2, be the following:</p> <p>(a) To choose a person to preside if the Lord Mayor and Deputy are absent.</p> <p>(b) To deal with any business required by statute to be done before any other business.</p> <p>(c) To approve as a correct record and sign the minutes of the last meeting of the Council.</p> <p>(d) To deal with any business expressly required by statute to be done.</p> <p>(e) Lord Mayor's Communications and to receive any announcements from the Leader of the Council, or the Head of Paid Service.</p> <p>(f) To dispose of business (if any) remaining from the last meeting.</p> <p>(g) To consider any reports from the Leader (if any) of the Executive decisions taken under the Special Urgency Procedure (in Executive Procedure Rule 8.5) in the preceding quarter.</p> <p>(h) To receive and consider reports and recommendations of Committees.</p> <p>(i) receive questions from, and provide answers to, the public;</p>	<p>(g) in the existing SO and (h) in the new procedure rule has been amended. Minutes will not formally be heard. Matters arising will now be dealt with under Councillor questions.</p> <p>(g) To consider any reports from the Leader (if any) of the Executive decisions taken under the Special Urgency Procedure (in Executive Procedure Rule 8.5) in the preceding quarter.</p> <p>Explicit reference to questions from the public now included at (i).</p>

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<p>(2) Business falling under items (a), (b) or (c) of paragraph (1) shall not be displaced, but the order of business may be varied:- (a) by the Lord Mayor at his/her discretion; (b) by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.</p>	<p>(j) receive questions from members under Council Procedure Rule 10. (j) To consider motions in the order in which notice has been received. (k) Other business, if any, specified in the summons.</p> <p>2.2 Business falling under items (a), (b) or (c) of Council Procedure Rule 2.1 shall not be displaced, but the order of business may be varied by: a) the Lord Mayor at their discretion; or b) a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.</p>	<p>Explicit reference to questions from members now included at (j).</p> <p>Gender neutral language throughout.</p>
<p>Standing Order 6: Notices of Motion</p> <p>1. Except as provided by Standing Order 7, a motion shall not be proposed at a meeting of the Council unless notice in writing, signed by the member/members of the Council, is given to the Democratic Services Manager not later than 10:00 am 5 clear working days before the meeting of the Council.</p> <p>2. The Democratic Services Manager shall date and number all such motions received and enter them in a book which shall be open to inspection by every member of the Council.</p> <p>3. The Democratic Services Manager shall in the summons for a meeting of the Council, include all such notices of motion duly given to him/her, in the order in which he/she receives them, unless the member giving such notice has, when giving it, intimated in writing that he/she proposes to move it at some later meeting or has since withdrawn it in writing.</p> <p>4. If a motion, notice of which has been set out in the summons, is not moved by the Member who has given it, or in his/her absence by some other member on his/her behalf, it shall unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.</p>	<p>11. Notice of Motions</p> <p>11.1 A motion shall not be proposed at a meeting of the Council save as unless notice is: (i) made in writing and signed by a Councillor(s); and (ii) given to Democratic Services not later than 10:00 am 8 clear working days before the meeting of the Council.</p> <p>11.2 The Democratic Services Manager shall record all such motions received and shall be available to every Councillor upon request.</p> <p>11.3 In the meeting summons, the Democratic Services Manager shall include all motions that meet the requirements in Council Procedure Rule 11.1, in the order they were received, unless the proposing Councillor has requested in writing to defer the motion to a later meeting or has withdrawn it.</p> <p>11.4 The Monitoring Officer or the Lord Mayor will rule out of order any motion which:</p>	<p>Several changes have been proposed here:</p> <p>A new power at 11.5 and 11.6 to seek to combine two motions which are of the same intent. This introduces the possible of only one motion being debated rather than two similar ones.</p> <p>The time for the submission of motions has been brought forward from 5 clear working days before the meeting to 8 clear working days to allow officers to review the proposed motions.</p>

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<p>(5) A Notice of Motion shall be debated at the Council meeting at which it is brought forward, unless the Council decides that it shall stand referred to a Committee, by reason of legal, financial or other relevant considerations. That Committee shall consider the Notice of Motion and report back to Council in due course.</p> <p>(6) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City.</p>	<p>(i) is not about a matter for which the local authority has a responsibility or which affects the City;</p> <p>(ii) relates to a planning application or a specific licence currently being determined by the City Council;</p> <p>(iii) is defamatory, derogatory, frivolous, offensive or vexatious;</p> <p>(iv) is substantially the same as a motion or petition which has been put at a meeting of the City Council in the past six months;</p> <p>(v) relates to a City Council employment or staffing matter; or</p> <p>(vi) requires the disclosure of confidential or exempt information.</p> <p>11.5 Where two or more motions, submitted in accordance with this Procedure Rule are, in the opinion of the Monitoring Officer, of the same, or similar intent, they will either:</p> <p>(a) seek agreement to the withdrawal of one or more of the motions to leave one remaining motion; or</p> <p>(b) combine the motions, with the agreement of the councillors submitting the motions,</p> <p>The combined motion shall be notified to all councillors no later than 12 noon two clear working days before the meeting at which the motion is to be considered.</p> <p>The combined motion will take the place of the first of the motions submitted in the order on the Agenda and will be in the joint names of the councillor submitting the original motions. The councillor submitting the combined motion will be expected to agree who will move and second the motion.</p> <p>11.6 In the event that councillor decline to withdraw their motions, or do not agree to the motions being composited, the Council will (subject to any ruling of the Lord Mayor) deal with the motions in the order in which notice was received.</p>	<p>Officer capacity is limited on the day of publication, the day on which the previous deadline fell. This also gives more time for discussions to take place about whether motions could be combined (i.e. new proposed 11.5 and 11.6).</p> <p>The scope for refusing motions has also been widened. There are now 6 heads under which a motion could be refused (at 11.4) including substantially the same motion already having been debated at a City Council meeting in the past 6 months. This should cut down on an item being repeatedly heard across multiple meetings.</p>

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	<p>11.7 If a motion listed in the summons is not moved by the proposing Councillor or, in their absence, by another Councillor on their behalf, it shall be considered withdrawn unless the Council consents to postpone it. Once withdrawn, it cannot be moved again without fresh notice.</p> <p>11.8 A notice of motion shall generally be debated at the Council meeting where it is introduced. However, the Council may decide to refer it to a Committee due to legal, financial or other relevant considerations. The Committee shall then review the motion and report back to the Council in due course.</p>	
<p>Standing Order 7: Motions and Amendments Without Notice</p> <p>The following motions and amendments may be moved without notice:</p> <p>(1) Appointment of a Chair of the meeting at which the motion is made.</p> <p>(2) Motions relating to the accuracy of the minutes.</p> <p>(3) That an item of business specified in the summons have precedence.</p> <p>(4) Reference back to a Committee.</p> <p>(5) Appointment of a Committee or members thereof, occasioned by an item mentioned in the summons to the meeting.</p> <p>(6) To adopt reports and recommendations of the Executive, Committees, or officers and consequent resolutions.</p> <p>(7) That leave be given to withdraw a motion.</p> <p>(8) Amendments to motions, other than those specified in Standing Order 10(7).</p> <p>(9) That the Council proceed to the next business.</p> <p>(10) That the question be now put.</p> <p>(11) That the debate be now adjourned.</p> <p>(12) That the Council do now adjourn.</p>	<p>Rule 12: Motions Without Notice</p> <p>The following motions and amendments may be moved without notice:</p> <p>(a) Appointment of a Chair of the meeting at which the motion is made.</p> <p>(b) Motions relating to the accuracy of the minutes.</p> <p>(c) That an item of business specified in the summons have precedence.</p> <p>(d) Reference back to a Committee.</p> <p>(e) Appointment of a Committee or members thereof, occasioned by an item mentioned in the summons to the meeting.</p> <p>(f) To adopt reports and recommendations of the Executive, Committees or officers and consequent resolutions.</p> <p>(g) That leave be given to withdraw a motion.</p> <p>(h) Amendments to motions, other than those specified in Standing Order 10(7)</p> <p>(i) That the Council proceed to the next business.</p> <p>(j) That the question be now put.</p>	<p>No change other than title</p>

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<p>(13) To suspend Standing Orders, in accordance with Standing Order 48.</p> <p>(14) Motion under Section 100A of the Local Government Act 1972 to exclude the public.</p> <p>(15) That a Councillor named under Standing Order 24 be not further heard or do leave the meeting.</p> <p>(16) Giving consent of the Council where the consent of the Council is required by these standing orders.</p>	<p>(k) That the debate be now adjourned.</p> <p>(l) That the Council do now adjourn.</p> <p>(m) To suspend Standing Orders, in accordance with Standing Order 48.</p> <p>(n) Motion under Section 100A of the Local Government Act 1972 to exclude the public.</p> <p>(o) That a Councillor named under Standing Order 24 be not further heard or do leave the meeting.</p> <p>(p) Giving consent of the Council where the consent of the Council is required by these standing orders.</p>	
<p>Standing Order 8: Questions at Council</p> <p>(1) (a) a member of the Council may ask the Chair of a Committee or the Leader of the Council, any question on an item under consideration by the Council. Provided always that the Leader may ask an Executive member with relevant portfolio to respond on his/her behalf.</p> <p>(b) the Chair of any Scrutiny Committee shall respond to any question relating to an issue considered by that Committee, save where the issue falls to be dealt with through the Executive minutes at a later stage in the meeting of Council. In such circumstances, the Leader (or such other Executive member with relevant portfolio he/she may appoint) will respond in accordance with Standing Order 12(3).</p> <p>(2) Every question shall be put and answered without discussion.</p> <p>(3) A member of the Council may:-</p> <p>(a) Ask the Chair of the Committee, or the Leader of the Council any question on any matter for which the Council has powers, duties or which affects the City, provided that he/she has submitted to the Democratic Services Manager a written copy of such question(s) by not later than 10:00 am the working day preceding the Council meeting. Provided always that the Leader</p>	<p>Rule 10: Councillors' Questions</p> <p>10.1 At a meeting of the Council, other than the Annual Meeting or Extraordinary meetings, a councillor may ask the Leader of the Council, any Executive member, the Chair of any of the Council's Committees, the Chair of a Scrutiny Committee or a Leader of a political group on the Council questions on matters which the Council has powers or duties or which affects the area of the Council and which fall within their responsibility.</p> <p>10.2 Every question, which will be limited to one part, will be asked and answered without discussion. Upon receiving the answer, the councillor who put the question shall be allowed one supplementary question, provided that it is relevant to the original question and does not introduce any new subject matter. The supplementary question will be asked and answered orally, but the person to whom the supplementary question has been asked may decline to answer.</p> <p>10.3 The answer to a councillor's question may be given orally and directly, or by way of delegation to another member with the relevant portfolio or chair, or by reference to published material of the Council which is readily available to councillors, or in writing after the meeting (when the answer will be circulated to all councillors).</p>	<p>This has changed in that the persons who can receive questions has been expanded. This is due to the proposed change to remove the formal presentation of the minutes to Council.</p> <p>The types of response and how they may be given remains in 10.4.</p> <p>The timing for submission of questions remains in 10.5.</p> <p>Limited to questions with one part so that multiple questions disguised as one multi-</p>

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<p>may ask any Executive member with relevant portfolio to respond to the question.</p> <p>(b) Where a reply cannot conveniently be given orally to the questioner or where insufficient notice has prevented a complete enquiry from being made, a written reply shall be given to all Councillors as soon as practicable after the Council meeting.</p> <p>(c) One supplementary question shall be permitted in respect of each question.</p> <p>(d) A copy of the question(s) will be made available to Councillors at the beginning of the Council Meeting.</p> <p>(4) An answer may take the form of:- (a) a direct oral answer; or (b) where the desired information is contained in a published document, a reference to that publication.</p>	<p>10.4 Questions, including supplementary questions and the replies to them, whether given orally or in writing, will be recorded in the Minutes of the meeting. Where a written answer is to be supplied after the meeting at which the question is asked, if possible the written answer be included as an Annex to the minutes.</p> <p>10.5 The total time allocated for councillors' questions shall be limited to 30 minutes. Each councillor may ask no more than two questions, not including supplementary questions.</p> <p>10.6 No Question will exceed one minute and no answer will exceed two minutes.</p>	<p>part question cannot be asked.</p> <p>The removal of the requirement to give notice to the questions has been removed. This will reduce a lot of pressure on officers to field, process and get answers to questions in advance of the meetings. If a response cannot be given during the Council meeting a response can be given by officers after the meeting with more headspace and clarity.</p>
Standing Order 9: Council Minutes	21. Minutes	No change
<p>Standing Order 10: Rules of Debate for Council Meetings</p> <p>Motions and Amendments</p> <p>(1) A motion or amendment shall not be discussed unless it has been proposed and seconded and unless notice has already been given in accordance with Standing Order 6 it shall, if required by the Lord Mayor, be put into writing and handed to the Lord Mayor before it is further discussed or put to the meeting.</p>	<p>13. Rules of Debate</p> <p>13.1 A Council debate flowchart has been prepared to assist with the rules of debate. This is available at Appendix 1.</p> <p>13.2 Speaker to Address the Lord Mayor - A Councillor when speaking shall stand and address the Lord Mayor. If two or more Councillors rise, the Lord Mayor shall call on one to speak; the other/others shall then sit. While a Councillor is speaking the other Councillors shall remain seated, unless rising to a point of order or in personal explanation.</p>	<p>No substantive change.</p> <p>Inclusion of reference to a new rules of debate flowchart.</p> <p>Respect for the chair moved from final to first item.</p>

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<p>Seconders's Speech</p> <p>(2) A member when seconding a motion or amendment may, if he/she then declares his /her intention to do so, reserve his/her speech until a later period of the debate. Only one member shall stand at one time.</p> <p>Speaker to address the lord mayor</p> <p>(3) A member when speaking shall stand and address the Lord Mayor. If two or more members rise, the Lord Mayor shall call on one to speak; the other/others shall then sit. While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.</p> <p>Content of speeches</p> <p>(4) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order.</p> <p>When a member may speak again</p> <p>(5) A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:- (a) to speak once on an amendment moved by another member; (b) if the motion has been amended since he/she last spoke, to move a further amendment; (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried; (d) in exercise of a right of reply given by paragraph (12a) or (12b) of this Standing Order; (e) on a point of order; (f) by way of personal explanation.</p> <p>Amendments to motions</p>	<p>13.3 Respect of Chair - Whenever the Chair rises during a debate a Councillor then standing shall resume their seat and the Council shall be silent.</p> <p>13.4 Motions and Amendments - A motion or amendment shall not be discussed unless it has been proposed and seconded and unless notice has already been given in accordance with Council Procedure Rule 11 it shall, if required by the Lord Mayor, be put into writing and handed to the Lord Mayor before it is further discussed or put to the meeting.</p> <p>13.5 Seconders's Speech - A Councillor when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate. Only one Councillor shall stand at one time.</p> <p>13.6 Content of Speeches - A Councillor shall direct their speech to the question under discussion or to a personal explanation or to a point of order.</p> <p>13.7 When a Councillor May Speak Again - A Councillor who has spoken on any motion shall not speak again whilst it is the subject of debate, except:</p> <p>(a) to speak once on an amendment moved by another Councillor;</p> <p>(b) if the motion has been amended since they last spoke, to move a further amendment;</p> <p>(c) if their first speech was on an amendment moved by another Councillor, to speak on the main issue, whether or not the amendment on which they spoke was carried;</p> <p>(d) in exercise of a right of reply given under Council Procedure Rule 13.12;</p> <p>(e) on a point of order;</p> <p>(f) by way of personal explanation.</p>	

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<p>(6) An amendment shall be relevant to the motion and shall be:- (a) to refer a subject of debate to a Committee or elsewhere for consideration or reconsideration; (b) to leave out words; (c) to leave out words and insert or add words; (d) to insert or add words; (e) as long as the effect is not to negate the motion.</p> <p>but such omission, insertion or addition of words shall not have the effect of introducing a new proposal into the motion before the Council.</p> <p>(7) Any amendment which would, if adopted, have an effect on the Council's revenue or capital finance shall not be considered at the meeting of the Council at which the level of the Council Tax is set for the ensuing financial year unless prior written notice has been given to the Democratic Services Manager, 3 clear working days in advance of such meeting, to enable the Chief Executive and/or the Chief Finance Officer to report to the Council on the financial implications of such amendment.</p> <p>(8) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of.</p> <p>(9) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.</p> <p>Alteration to motion</p> <p>(10) A member may, with the consent of the Council, signified without discussion:- (a) alter a motion of which he/she has given notice, or (b) with the further consent of his/her seconder, alter a motion which he/she has moved (except a motion of which he/she</p>	<p>13.6 Amendments to Motions - An amendment shall be relevant to the motion and shall be:- (a) to refer a subject of debate to a Committee or elsewhere for consideration or reconsideration; (b) to leave out words; (c) to leave out words and insert or add words; (d) to insert or add words; as long as the effect is not to negate the motion. such omission, insertion or addition of words shall not have the effect of introducing a new proposal into the motion before the Council.</p> <p>13.7 Any amendment which would, if adopted, have an effect on the Council's revenue or capital finance shall not be considered at the meeting of the Council at which the level of the Council Tax is set for the ensuing financial year unless prior written notice has been given to the Democratic Services Manager, 3 clear working days in advance of such meeting, to enable the Chief Executive and/or the Chief Finance Officer to report to the Council on the financial implications of such amendment.</p> <p>13.8 Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of.</p> <p>13.9 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.</p> <p>13.10 Alteration to Motion - A Councillor may, with the consent of the Council, signified without discussion:- (a) alter a motion of which they have given notice, or (b) with the further consent of their seconder, alter a motion which they have moved (except a motion of</p>	

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<p>has given notice under Standing Order 6) if (in either case) the alteration is one which could be accepted as an amendment.</p> <p>Withdrawal of Motion</p> <p>(11) A motion or amendment, including a Notice of Motion under Standing Order 6, may be withdrawn by the mover with the consent of his/her seconder and of the Council, which shall be signified without discussion, and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.</p> <p>Right of Reply</p> <p>(12a) Except as set out in (12b) below, the mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the amendment shall have the right of reply at the close of the debate on his/her amendment prior to the mover of the original motion. The mover of the original motion shall have a right of reply at the close of the debate on the amendment, but shall not otherwise speak on the amendment.</p> <p>(12b) Where an amendment is moved in respect of a minute of the Executive falling within the remit of a portfolio holder, that portfolio holder may at the request of the Leader exercise the right to reply.</p> <p>Motions which may be moved during the debate</p> <p>(13) When a motion is under debate no other motion shall be moved except the following:- (a) to amend the motion; (b) to adjourn the meeting; (c) to adjourn the debate; (d) to proceed to the next business; (e) that the question be now put; (f) that a member be not further heard; (g) by the Lord Mayor under Standing Order 24 that a member do leave the meeting; (h) a</p>	<p>which they have given notice under Council Procedure Rule 11)</p> <p>if (in either case) the alteration is one which could be accepted as an amendment.</p> <p>13.11 Withdrawal of Motion - A motion or amendment, including a Notice of Motion under Standing Order 11, may be withdrawn by the mover with the consent of their seconder and of the Council, which shall be signified without discussion, and no Councillor may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.</p> <p>13.12 Right of Reply - The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the amendment shall have the right of reply at the close of the debate on their amendment prior to the mover of the original motion. The mover of the original motion shall have a right of reply at the close of the debate on the amendment, but shall not otherwise speak on the amendment.</p> <p>Where an amendment is moved in respect of a minute of the Executive falling within the remit of a portfolio holder, that portfolio holder may at the request of the Leader exercise the right to reply.</p> <p>13.13 Motions Which May Be Moved During The Debate - When a motion is under debate no other motion shall be moved except the following:-</p> <ul style="list-style-type: none"> (a) to amend the motion; (b) to adjourn the meeting; (c) to adjourn the debate; (d) to proceed to the next business; (e) that the question be now put; 	

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>motion under Section 100A of the Local Government Act 1972 to exclude the public.</p> <p>Closure Motions</p> <p>(14) A member may move without comment at the conclusion of a speech of another member that:- (i) “the Council proceed to the next business”, (ii) “the question be now put”, (iii) “the debate be now adjourned” (iv) “the Council do now adjourn”</p> <p>Following the seconding of which (also without comment), the Chair shall proceed as follows:- (a) On a motion to proceed to the next business: Unless in his/her opinion the matter before the meeting has been insufficiently discussed, (in which case the proposal shall be refused) it shall be put to the vote. The mover of the original motion shall not have a right of reply under paragraph (12) before putting the motion to the vote; (b) On a motion that the question be now put: Unless in his/her opinion the matter before the meeting has been insufficiently discussed, (in which case the proposal shall be refused) it shall be put to the vote and if it is passed, the Chair shall give the mover of the original motion his/her right of reply under paragraph (12) of this Standing Order before putting the motion to the vote;</p> <p>(c) On a motion to adjourn the debate or the meeting: If in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply and if it is passed, adjourn the debate and/or the meeting forthwith.</p> <p>Points of Order</p> <p>(15) A member may rise on a point of order or in personal explanation, and shall be entitled to be heard immediately. A</p>	<p>(f) that a Councillor be not further heard;</p> <p>(g) by the Lord Mayor under Standing Order 24 that a Councillor do leave the meeting;</p> <p>(h) a motion under Section 100A of the Local Government Act 1972 to exclude the public.</p> <p>13.14 Closure Motions - A Councillor may move without comment at the conclusion of a speech of another Councillor that:</p> <p>(i) “the Council proceed to the next business”,</p> <p>(ii) “the question be now put”,</p> <p>(iii) “the debate be now adjourned”</p> <p>(iv) “the Council do now adjourn”</p> <p>Following the seconding of which (also without comment), the Chair shall proceed as follows on a motion:-</p> <p>(a) to proceed to the next business: If the Chair believes the matter has been sufficiently discussed, the motion shall be put to a vote. The original motion’s mover shall not have a right of reply under paragraph 13.12 before the vote.</p> <p>(b) that the question be now put: If the Chair believes the matter has been sufficiently discussed, the motion shall be put to a vote. If the motion passes, the Chair shall allow the original motion’s mover a right of reply under paragraph (12) before the final vote.</p> <p>(c) to adjourn the debate or the meeting: If the Chair believes the matter has not been sufficiently discussed and cannot reasonably be concluded on this occasion, the adjournment</p>	

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the standing order or statutory provision and the way in which he/she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate.</p> <p>(16) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.</p> <p>Respect of Chair</p> <p>(17) Whenever the Chair rises during a debate a member then standing shall resume his/her seat and the Council shall be silent.</p>	<p style="text-align: center;">motion shall be put to a vote immediately, without a right of reply for the original motion's mover. If passed, the debate and/or meeting will be adjourned immediately.</p> <p>13.15 Points of Order - A Councillor may rise on a point of order or in personal explanation and shall be entitled to be heard immediately. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Councillor shall specify the standing order or statutory provision and the way in which they consider it has been broken. A personal explanation shall be confined to some material part of a former speech by them which may appear to have been misunderstood in the present debate.</p> <p>13.16 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.</p>	
<p>Standing Order 11 Committee Minutes</p> <p>(1) The minutes of a Committee shall be presented, formally and without comment (except with the permission of the Lord Mayor), by the Committee Chair or such other person acting on his/her behalf and then put to the Council. Once moved a member can ask a question of clarification on any item that the committee has considered.</p> <p>(2) Notwithstanding anything in this Standing Order, the Committee Chair or such person acting on his/her behalf, shall have the right of reply to any amendment under Standing Order 10(6) and he/she shall reply to questions on any item on the minute when the debate on that item has been concluded.</p>	n/a	<p>Standing Order deleted</p> <p>This has been done as there is no requirement to receive resolved committee minutes at full Council. Committee minutes are agreed at their following committee meeting.</p> <p>Questions will be permitted under the</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
(3) The minutes of the preceding committee meeting shall be put to the next ordinary meeting of the committee for signature by the Chair as an accurate record of the proceedings.		new Council Procedure Rule 10.
<p>Standing Order 12 Executive Minutes</p> <p>(1) The minutes of the Executive shall be presented formally by the Leader, or such other person acting on his/her behalf, and then put to the Council. Recommendations to Council will be proposed and seconded.</p> <p>(2) Notwithstanding anything in this Standing Order, the Leader (or such other Executive member with relevant portfolio as he/she appoints) shall answer questions put by members and have the right to reply to any amendment under Standing Order 10(12).</p> <p>Replies to questions on any item on the minutes on which an amendment has been moved shall be dealt with when the debate on the amendment has been concluded.</p> <p>(3) The Leader (or such other Executive member with relevant portfolios he/she may appoint) shall deal with any questions asked of the Chair of a Scrutiny Committee when the relevant minute of the Executive is presented to Council.</p> <p>(4) The minutes of the preceding Executive meeting shall be put to the next ordinary meeting of the Executive for signature by the Chair as an accurate record of the proceedings.</p>	n/a	Standing Order deleted. As above.
STANDING ORDER 12(a): Conflict Resolution - Draft plans and strategies	17. Conflict Resolution – Draft Plans & Strategies	Simplified

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>(1) (a) This Standing Order only applies where a dispute arises between full Council and the Executive when setting the policy framework for the ensuing year. (b) This Standing Order may not be invoked in respect of a function that is the sole responsibility of the Executive.</p> <p>(2) Where the Executive has submitted a draft plan or strategy for approval and following consideration of the draft plan or strategy, the Council has objections to it, then before the Council:- (a) Amends the draft plan or strategy (b) Approves, for the purpose of its submission to the Secretary of State or any Minister of the Crown for his approval any plan or strategy of which any part is required to be so submitted OR (c) Adopts the plan or strategy (with or without modification) it must inform the Leader of those objections and instruct him/her to require the Executive to reconsider, in the light of those objections, the draft plan or strategy.</p> <p>(3) The Council must specify a period of at least 5 working days (beginning the day after the date on which the Leader receives notice of the objection) during which period the Leader may:- (a) Submit a revised plan or strategy, together with the Executive's reasons for any amendments so made. (b) Inform the Council of any disagreement the Executive has with the Council's objections giving its reasons for any such objections.</p> <p>(4) Once the time limit set out in Standing Order 12(A)(3) above has expired, the Council must when amending, approving or adopting the revised plan or strategy, take account of the Leader's response.</p>	<p>17.1 If the Executive submits a draft plan or strategy for approval and full Council raises objections after reviewing it, full Council must notify the Leader of these objections before adopting, amending the draft plan or strategy or otherwise approving any plan or strategy that requires submission to the Secretary of State or any Minister of the Crown.</p> <p>17.2 The Leader will be instructed to direct the Executive to reconsider the draft plan or strategy in light of the objections.</p> <p>17.3 The Council must specify a period of at least five working days (starting the day after the Leader receives notice of the objections) during which the Leader may either: (a) Submit a revised plan or strategy, along with the Executive's rationale for any changes made; or (b) Inform the Council of any disagreements the Executive has with the objections, providing reasons for such disagreements.</p> <p>17.4 After the time period outlined in Procedure Rule 17.3 has expired, the Council must consider the Leader's response when adopting, amending the draft plan or strategy.</p>	

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing Order 12(b) Conflict Resolution – Budget estimates</p> <p>(1) (a) This Standing Order only applies where a dispute arises between full Council and the Executive when setting the budget for the ensuing year.</p> <p>(b) This Standing Order may not be invoked in respect of a function that is the sole responsibility of the Executive.</p> <p>(2) Where before the 15th February in any financial year, the Executive has submitted estimates of amounts for approval and following consideration of the estimate of amount, the Council has objections to it, then before the Council approves the amount, it must inform the Leader of those objections and instruct him/her to require the Executive to reconsider, in the light of those objections, the estimate of amount put forward for approval.</p> <p>(3) The Council must specify to the Leader a period of at least 5 working days (beginning the day after the date on which the Leader receives notice of the objection) during which period, the Leader may:- (a) Submit a revision of the estimates or amounts, together with the Executive's reasons for any amendments so made OR (b) Inform the Council of any disagreement the Executive has with the Council's objections giving its reasons for any such objections.</p> <p>(4) Once the time limit set out in Standing Order 12(B)(3) has expired, the Council must when amending, approving or adopting the estimate or amount, take account of the Leader's response.</p> <p>(5) For the avoidance of doubt, the provisions of Standing Order 12(B) shall not apply in relation to amounts stated in a precept.</p>	<p>18. Conflict Resolution – Budget Estimates</p> <p>18.1 If, before the 15th of February in any financial year, the Executive submits estimates of amounts for approval and the Council raises objections after considering the estimates, the Council must notify the Leader of these objections before approving the amounts.</p> <p>18.2 The Leader will be instructed to direct the Executive to reconsider the estimates in light of the objections.</p> <p>18.3 The Council must specify a period of at least five working days (starting the day after the Leader receives notice of the objections) during which the Leader may either: (a) Submit a revised estimate or amounts, along with the Executive's rationale for any amendments made; or (b) Inform the Council of any disagreements the Executive has with the objections, providing reasons for such disagreements.</p> <p>18.4 Once the time limit outlined in Procedure Rule 16.3 has expired, the Council must consider the Leader's response when amending, approving, or adopting the estimates or amounts.</p> <p>18.5 For the avoidance of doubt, the provisions of this Procedure Rule 18 shall not apply to amounts stated in a precept.</p>	<p>Simplified</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing Order 19: Speaking at Council, Executive and Scrutiny Committees</p> <p>(1) Questions by the public</p> <p>(a) A member of the public may ask questions at all meetings of the Council, the Executive and Scrutiny Committees except the Annual Council and special meetings. These questions may be addressed to the Leader of the Council, Executive members or Chairs of the Scrutiny Committees.</p> <p>(b) Questions submitted for meetings of the Council or Scrutiny Committees, must be about something the Council is responsible for.</p> <p>(c) Questions submitted for meetings of the Executive, must relate to an item on the agenda for that meeting.</p> <p>(d) Questions at a specially convened meeting of a Scrutiny Committee in accordance with Standing Order 17 (Call In) shall be restricted to questions about the subject matter of the decision being called in.</p> <p>(e) The same question cannot be asked at more than one meeting.</p> <p>(2) Giving Notice of questions</p> <p>(a) Questions must be submitted to the Proper Officer at least three clear working days before the meeting. Each question must include the name and address of the person asking it showing clearly who it is addressed to.</p>	<p>9. Public Questions and Participation</p> <p>9.1 Eligibility to Ask Questions</p> <p>a) Members of the public may ask questions at Ordinary Council, but not in the Annual Council Meeting or Extraordinary Council meetings.</p> <p>b) Questions may be addressed to the Leader of the Council or Executive members.</p> <p>9.2 Giving Notice of Questions</p> <p>a) Questions must be submitted to the Democratic Services at least three clear working days before the meeting and</p> <p>b) Questions must include the name and address of the questioner and the intended recipient of the question.</p> <p>c) Questions shall be no more than 50 words.</p> <p>d) The Monitoring Officer may refuse to include a question if it:</p> <p>(i) is not about a matter for which the local authority has a responsibility or which affects the City;</p> <p>(ii) is defamatory, derogatory, frivolous, offensive or vexatious;</p> <p>(iii) is substantially the same as a question which is due to be asked at the same Council meeting;</p> <p>(iv) is substantially the same as a question which has been asked at a meeting of the Council in the past six months;</p> <p>(v) relates to a Council employment or staffing matter; or</p> <p>(vi) requires the disclosure of confidential or exempt information.</p>	<p>9.2 (d) and the limit on the relevancy of the question is more expansive than the existing Standing Order 19.</p> <p>Otherwise redrafted for clarity.</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>(b) The proper officer may wish refuse to include a question when it is:-</p> <ul style="list-style-type: none"> i. Defamatory, frivolous or offensive ii. Requires disclosure of confidential or exempt information. <p>(3) Number of questions</p> <p>(A) Members of the public cannot ask more than one question per meeting. If more than one question is received or a single question contains a number of component questions then only the first question will be accepted.</p> <p>(B) One supplementary question is permitted provided it is based on the response given to the original question.</p> <p>(4) Asking and answering the question</p> <p>(A) The Lord Mayor, Leader of the Council or Chair of Scrutiny meeting will ask the questioner to ask their question. A response to the question will be given at the meeting and will also be put in writing and circulated at the meeting.</p> <p>(B) If the questioner is not present or an answer cannot be given on the day of the meeting, then the question and response will be published on the website 5 working days of the meeting.</p> <p>(5) Length of questions</p>	<p>(c) The Monitoring Officer may redirect any question to another Council body or Council Officer if they are better suited to address or deal with the matter.</p> <p>9.3 Asking the Question</p> <p>(a) The Lord Mayor will ask the questioner to ask their question. A response to the question will be given at the meeting and will also be put in writing and circulated at the meeting.</p> <p>(b) If the questioner is not present or an answer cannot be given on the day of the meeting, then the question and response will be published on the website 5 working days of the meeting.</p> <p>9.4 Total length of questions - The Council will allocate a maximum of 15 minutes for addressing questions. If time does not allow for all questions to be answered, they will be addressed in the order received, with priority given to members of the public who have not asked a question at previous Council meetings, until the time limit is reached.</p> <p>9.5 Petitions – Petitions containing more than 2,000 signatures submitted in accordance with the Petitions Scheme (Part 5) will be debated by the full Council, unless it requests a Portfolio Holder or senior officer to provide evidence at a public meeting or can otherwise be dealt with by another appropriate Council body. The petition organizer will be allotted five minutes to present the petition, followed by a maximum 15-minute discussion among Councillors. The Council will decide how to respond to the petition during this meeting, with</p>	

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>(A) 50 words are normally sufficient to frame a clear and direct question. Therefore questions will be no more than 50 words.</p> <p>(6) Total length of questions</p> <p>(a) The Council, Executive or Scrutiny Committee will spend no longer than 15 minutes dealing with questions. If it cannot take all the questions, it will take them in the order that notice was given of them (except that those members of the public who have not already asked a question at previous Council, Executive or Scrutiny Committee meetings will be heard first) until there is no time left.</p> <p>Standing Order 21: Petitions</p> <p>(1) Every petition addressed to the Council or the Lord Mayor shall be presented to the Council as a Lord Mayor's communication and thereafter dealt with in accordance with the Council's Petitions Scheme set out in Part 5 of the Constitution.</p>	<p>confirmation sent to the petition organizer and published on the website.</p> <p>9.6 Further information on public speaking can be found on the Council's Website</p>	
<p>Standing Order 19A: Public speaking at Planning Committee</p> <p>1. A member of the public may address the Planning Committee on any application or tree preservation order being considered by that Committee, provided that:- (a) the person has indicated a wish to speak, by contacting the Democratic Services Manager Support not later than 10:00 am two clear working days in advance of the meeting of the Committee; (b) only one person may speak in support of the application or order and one person against, and unless the persons concerned nominate a spokesperson, priority will be given to the first person to have indicated a wish to speak, or otherwise at the discretion of the</p>	<p>Standing Order 19A: Public speaking at Planning Committee</p> <p>A member of the public may address the Planning Committee on any application being considered by that Committee, provided that:-</p> <p>(a) the person has indicated a wish to speak, by contacting the Democratic Services Manager not later than 10:00am two clear working days in advance of the meeting of the Committee;</p> <p>(b) only one person may speak in support of the application and one person against, and unless the persons concerned</p>	<p>Changes to include time limit on both public speakers and members to five minutes. No supplementary questions are to be asked.</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Chair; (c) each speaker may speak for a maximum of three minutes; (d) a speaker's address should be limited to planning matters, and must not be offensive or defamatory.</p> <p>2. Persons speaking under this Standing Order will be heard after the presentation by an officer, and after any member of the Council speaking under Standing Order 44, but before members of the Committee debate the application or order. A speaker against the application or order will be heard before a speaker in support of it. Members of the Committee may ask questions of a speaker, and the speaker may answer, by way of clarification only.</p>	<p>nominate a spokesperson, priority will be given to the first person to have indicated a wish to speak, or otherwise at the discretion of the Chair;</p> <p>(c) each speaker may speak for a maximum of five minutes; and</p> <p>(d) a speaker's address should be limited to planning matters and must not be offensive or defamatory.</p> <p>2. Persons speaking under this Standing Order will be heard after any member of the Council speaking under Standing Order 44, but before the presentation by an officer and the members of the Committee debate the application. A speaker against the application will be heard before a speaker in support of it.</p> <p>3. A speaker may not during the committee distribute any additional documentation, photos or any other materials that were not provided to Democratic Services Manager when registering to speak.</p>	
<p>Standing Order 22: Motions Affecting Persons Employed By The Council</p> <p>(1) No discussion shall take place at any meeting of the Council, its Committees or the Executive to which the provisions of Section 100 of the Local Government Act 1972 applies, as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, until the Council, Committee or Sub-Committee has resolved in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 whether or not to exclude the press and public from the meeting.</p>	<p>22. Exclusion of Public and Press</p> <p>Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution (at rule 10 referencing Schedule 12A to the Local Government Act 1972) or Council Procedure Rule 24 (Disturbance by Public).</p>	<p>Simplified as these provisions are enshrined in Schedule 12A of the Local Government Act 1972</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing order 23: Exclusion of the Public</p> <p>(1) Members of the public may attend all meetings of the Council, Executive, Committees and Sub-Committees, unless in view of the nature of the business to be transacted or nature of the proceedings, confidential information or exempt information would be disclosed.</p> <p>(2) Confidential information means information given to the Council by a government department on terms which forbids its public disclosure or information which cannot be publicly disclosed by court order.</p> <p>(3) Exempt information means information defined as such in Schedule 12A to the Local Government Act 1972 which is reproduced below: [...]</p>		
<p>Standing Order 24: DISORDERLY CONDUCT</p> <p>(1) If in the opinion of the Chair, at a meeting of the Council, (which shall include Committee, Sub-Committee and Executive) a member misconducts him/herself by:-</p> <p>(a) Persistently disregarding the ruling of the Chair,</p> <p>(b) Behaving irregularly, improperly or offensively,</p> <p>(c) Wilfully obstructing the business of the Council.</p> <p>the Chair or any other member may move “That the member named be not further heard”, and the motion if seconded shall be put and determined without discussion.</p> <p>(2) If the member named continues his/her misconduct after a motion under Standing Order 24(1) has been carried the Chair shall either:- (a) Move “that the member named do leave the</p>	<p>23. Disturbance by Councillors</p> <p>23.1 If in the opinion of the Chair, at a meeting of the Council, a Councillor misconducts themselves by:</p> <p>(a) persistently disregarding the ruling of the Chair;</p> <p>(b) behaving irregularly, improperly or offensively; and/or</p> <p>(c) wilfully obstructing the business of the Council.</p> <p>the Chair or any other Councillor may move that “<i>the member named be not further heard</i>” and the motion if seconded shall be put and determined without discussion.</p> <p>23.2 If the Councillor named continues their misconduct after a motion under Procedure Rule 23.1 has been carried the Chair shall either:</p>	<p>No change</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>meeting” (in which case the motion shall be put and determined without seconding or discussion); (b) Adjourn the meeting for such period as he/she in his/her discretion shall consider appropriate.</p> <p>(3) In the event of general disturbance, which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair may without discussion adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.</p>	<p>(a) Move “<i>that the member named do leave the meeting</i>” (in which case the motion shall be put and determined without seconding or discussion); or</p> <p>(b) Adjourn the meeting for such period as they in their discretion shall consider appropriate.</p> <p>23.3 In the event of general disturbance, which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair may without discussion adjourn the meeting of the Council for such period as they in their discretion shall consider expedient.</p>	
<p>Standing Order 25: Disturbance By Members of The Public</p> <p>(1) If a member of the public interrupts the proceedings at any meeting (which shall include Committee, Sub-Committee and Executive meetings), the Chair shall warn him/her. If he/she continues the interruption, the Chair shall order his/her removal from the Council chamber or other meeting room. In case of general disturbance in any part of the chamber open to the public the Chair shall order that part to be cleared.</p>	<p>24. Disturbance by Members of the Public</p> <p>24.1 If a member of the public interrupts the proceedings at any Council meeting, the Chair shall warn them. If they continue the interruption, the Chair shall order their removal from the Council chamber or other meeting room.</p> <p>24.2 In case of general disturbance in any part of the chamber open to the public the Chair shall order that part to be cleared.</p>	No substantive change
<p>Standing Order 26: RESCISSION OF PRECEDING Council RESOLUTION (Six Month Rule)</p> <p>(1) No motion to rescind any Council resolution passed within the last six months, and no motion or amendment to the same effect as one which has been rejected within the last six months, shall be proposed, unless notice in accordance with Standing Order 6 bears the names of at least one-third of the members of the Council. When any such motion or amendment has been</p>	<p>Previous Decisions and Motions (or “Six Month Rule”)</p> <p>14.1 No motion to rescind any Council resolution passed within the last six months, and no motion or amendment to the same effect as one which has been rejected within the last six months, shall be proposed, unless notice in accordance with Council Procedure Rule 11 bears the names of at least one-third of the Councillors of the Council. When any such motion or amendment has been disposed of by the Council, it shall not be</p>	No substantive change

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>disposed of by the Council, it shall not be open to any member to propose a similar motion within a further period of six months.</p> <p>(2) This Standing Order shall not apply to any motion moved on a recommendation of a Committee, or the Executive.</p>	<p>open to any Councillor to propose a similar motion within a further period of six months.</p> <p>14.2 The Council Procedure Rule in 14.1 shall not apply to any motion on a recommendation of a Committee or the Executive.</p>	
<p>Standing Order 27: Voting At Council</p> <p>(1) The mode of voting at meetings of the Council shall be by show of hands: providing that on the requisition of any member of the Council made before the vote is taken and supported by five other members, the voting on any question shall be by roll call and shall be recorded so as to show how each member present and voting gave his/her vote. The name of any member present and not voting shall also be recorded. In the event of an equality of votes the Lord Mayor shall have a second or casting vote.</p> <p>(2) If any member of the Council so requires immediately after a vote is taken by a show of hands, there shall be recorded in the minutes of the proceedings of that meeting how that member gave his/her vote or whether that member abstained from voting.</p> <p>Standing Order 28: Voting On Appointments</p> <p>(1) Where there are more than two persons nominated for any position to be filled by the Council, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.</p>	<p>16. Voting</p> <p>16.1 The mode of voting at meetings of the Council shall be by show of hands.</p> <p>16.2 The voting on any question shall be by roll call on the requisition of any Councillor which is proposed before the vote is taken and supported by five other Councillors. The vote shall be recorded so as to show how each Councillor present and voting gave their vote. The name of any Councillor present and not voting shall also be recorded.</p> <p>16.2 In the event of an equality of votes the Lord Mayor shall have a second or casting vote.</p> <p>16.3 If any Councillor so requires immediately after a vote is taken by a show of hands, there shall be recorded in the minutes of the proceedings of that meeting how that Councillor gave their vote or whether that Councillor abstained from voting.</p> <p>16.4 Voting on Budget Settings - Immediately after a vote is taken at a budget meeting which includes setting of the Council Tax and Precepts, there must be recorded in the minutes the names of the Councillors present to show how each Councillor voting gave their vote. The name of any Councillors who abstained shall also be recorded.</p>	<p>Simplification, but also inclusion of two other standing orders relevant to voting.</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing Order 30: Voting On Budget Settings</p> <p>(1) Immediately after a vote is taken at a budget meeting this includes setting of the Council Tax and Precepts. There must be recorded in the minutes the names of the members present to show how each member voting gave his/her vote. The name of any members who abstained shall also be recorded.</p>	<p>16.5 Voting on Appointments - Where more than two persons are nominated for any position to be filled by the Council, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.</p>	
<p>Standing Order 29: Record of Attendance</p> <p>(1) Every member of the Council attending a meeting of the Council, any of its Committees, Sub-Committees or Executive, of which he/she is a member, shall sign his/her name on the attendance list provided for that purpose.</p>	<p>8. Record of Attendance</p> <p>Every Councillor attending a meeting of the Council shall sign their name on the attendance list provided for that purpose.</p>	
<p>Standing Order 34: Inspection of Documents</p> <p>(1) A member of the Council, for purposes of his/her duty as such (but not for any other purpose) may on application to the Democratic Services Manager, inspect any document which has been considered by the Council, Committee, Sub-Committee or the Executive, and may on request be supplied with copies of any such document.</p> <p>(2) A member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he/she is professionally interested or in which he/she has directly or indirectly any pecuniary interest within the meaning of Section 95 of the Local Government Act, 1972. This Standing Order shall not preclude the Service Lead – Legal Services from declining to allow inspection of any document which is (or in the event of legal proceedings would be) protected by privilege arising from the relationship of solicitor and client.</p>	<p>n/a</p>	<p>See Access to Information Procedure Rules (Part 4)</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
(3) All reports made or minutes kept by any Committee, Sub-Committee or Executive shall be open for inspection by any member of the Council.		
<p>Standing Order 44: Attendance at Committees, Sub-Committees & Executive</p> <p>(1) A member of the Council shall have the right to attend the meeting of any Committee, Sub-Committee or Executive of which he/she is not a member and may remain during consideration of both the public and private parts of the agenda. He/she may not vote at that meeting and may only speak or ask a question if he/she has given notice in writing (by electronic mail wherever possible) by 10.00 am on the day of the meeting to the Democratic Services Manager and has specified in the notice the particular agenda item or items on which he/she wishes to speak or ask a question.</p> <p>(2) Opposition group leaders shall not be required to give notice under Standing Order No. 44 to speak or ask a question on any items on the Executive agenda.</p>	<p>Standing Order 44: Attendance at Committees, Sub-Committees & Executive</p> <p>(1) A member of the Council shall have the right to attend the meeting of any Committee, Sub-Committee or Executive of which he/she is not a member and may remain during consideration of both the public and private parts of the agenda. He/she may not vote at that meeting and may only speak or ask a question if he/she has given notice in writing (by electronic mail wherever possible) by 10.00 am on the day of the meeting to the Democratic Services Manager and has specified in the notice the particular agenda item or items on which he/she wishes to speak or ask a question SAVE in respect of a matter being heard by the Planning Committee in which case a member may give notice to speak by 10.00 am on the two clear working days before the meeting and only speak on that item for five minutes.</p> <p>(2) Opposition group leaders shall not be required to give notice under Standing Order No. 44 to speak or ask a question on any items on the Executive agenda.</p>	<p>Limit speakers to 5 minutes.</p> <p>Members must register to speak by the same deadline as members of the public.</p>
<p>Standing Order 46: Members' Absence From Meetings</p> <p>(1) If any member fails throughout a period of six consecutive months to attend any meeting of the Authority he/she, unless the failure was due to some good reason approved by Council before the expiry of that period, shall cease to be a member of the</p>	n/a	See New Article 2(3)

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Council. Attendance can be at any committee or sub-committee or any joint committee, joint board or body where the functions of the Authority are discharged.</p>		
<p>Standing Order 47 Variation and Revocation Of Standing Orders By Council</p> <p>(1) Except on the recommendation of the Executive, a motion to add, vary or revoke these standing orders shall (when proposed and seconded) stand adjourned without discussion to the next ordinary meeting of the Council and that motion shall not be carried except by a majority of two-thirds of the members of the Council present and voting.</p> <p>Standing Order 48 Suspension Of Standing Orders By Council</p> <p>(1) Subject to paragraphs (2) and (3) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting of Council, where its suspension is moved.</p> <p>(2) No suspension of standing orders shall be permitted so as to negate the requirements for notice to be given under Standing Orders 10(7) (Council tax), 39(1) (Removal of the Leader) and 47 (Variation/revocation of Standing Orders).</p> <p>(3) A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order 7) unless there shall be present at least one-half of the whole number of the members of the Council.</p>	<p>25. Suspension and Amendment of Council Procedure Rules</p> <p>25.1 Suspension - The Council Procedure Rules may be suspended either:</p> <ul style="list-style-type: none"> i. by notice of motion; or ii. without notice if there shall be present at least one-half of the whole number of Councillors. <p>This is however subject to:</p> <p>(a) No suspension of the Council Procedure Rules shall be permitted so as to negate the requirements for notice to be given under Council Procedure Rule 13.7 (Council Tax), Standing Order 39(1) (Removal of the Leader) and Council Procedure Rule 25.2 (Amendment of Council Procedure Rules).</p> <p>(b) There will be no discussion on a motion to suspend a Council Procedure Rule.</p> <p>(c) Suspension can only be for the duration of the meeting.</p> <p>25.2 Amendment - Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.</p>	<p>No substantive change save reference to Executive's ability to vary or revoke the Council Procedure Rules as constitutional changes will be coming through Audit and Governance.</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing Order 49: Interpretation of Standing Orders</p> <p>The ruling of the Lord Mayor, Chair of Committee, Sub-Committee or Executive as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council, Committee, Sub-Committee or Executive.</p>	<p>26. Interpretation of the Council Procedure Rules</p> <p>The ruling of the Lord Mayor as to the construction or application of any of these Council Procedure Rules, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.</p>	<p>Reference to Council</p>
<p>Standing Order 50: Standing Orders to be given to Members</p> <p>1) An electronic copy of the Council's constitution, which shall include a copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be made available in electronic format to each member by the Democratic Services Manager on the making of their declaration of acceptance of office on being first elected to the Council. A hard copy will be provided by the Democratic Services Manager on receipt of a written request by a member.</p>	<p>n/a</p>	<p>Deleted</p>
<p>Standing Order 50(A): Appointment Of Head Of Paid Service</p> <p>(1) Council shall approve the appointment of the Head of Paid Service following the recommendation of such appointment by a Committee or Sub-Committee of the Council.</p> <p>(2) The Committee or Sub-Committee referred to in Standing Order 50(A)(1) above shall include at least one member of the Executive.</p> <p>(3) In the case of the appointment of the Head of Paid Service, the provisions of Standing Order 52(2) shall apply. In the case of dismissal, the provisions of Standing Order 54 shall apply.</p>	<p>19. Special Cases – Appointment of the Head of Paid Service</p> <p>Council must approve the appointment of the Head of Paid Service based on a recommendation from a Committee or Sub-Committee of the Council, which must include at least one Executive member and otherwise be in accordance with the Officer Employment Procedure Rules.</p> <p>20. Special Cases – Dismissal of Statutory Officers</p> <p>A decision to dismiss the Head Paid of Service, Monitoring Officer and/or Section 151 Officer may only be taken by Council in accordance with the procedure set out in the Local Authorities</p>	<p>See also the content included in the Officer Employment Procedure Rules</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Standing Order 51: Appointment Of Chief Officers</p> <p>(1) Where the authority proposes to appoint a chief officer, and it is not proposed that the appointments be made exclusively from among their existing officers, they shall:- (a) draw up a statement specifying - (i) the duties of the officer concerned, and (ii) any qualifications or qualities to be sought in the person to be appointed; (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.</p> <p>(2) (a) Where a post has been advertised as provided in standing order 51(1)(b), the authority shall - (i) interview all qualified applicants for the post; or (ii) select a short list of such qualified applicants and interview those included on the short list. (b) Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with standing order 51(1)(b). The steps to be taken under paragraphs 1 and 2 above of this standing order shall be discharged by the Chief Executive or such other officer as may be appointed for the purpose by Council.</p> <p>Standing Order 52: Appointment/Dismissal Of Chief Officers And Some Second Tier Officers</p> <p>(1) (a) The Head of Paid Service shall appoint/dismiss Chief Officers on JNC conditions of service.</p>	<p>(Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) as may be amended from time to time and otherwise be in accordance with the Officer Employment Procedure Rules.</p>	

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>(b) Appointment of Chief Officers and Directors/Corporate Managers shall follow a selection process involving the relevant portfolio holder and any other member(s) considered appropriate.</p> <p>(2) Before making an offer of employment or the dismissal, the Head of Paid Service or Strategic Director (as appropriate) shall provide all the members of the Executive, with the following: - (a) The name of the person to be appointed/dismissed (b) Any other information relevant to the appointment/dismissal. (c) A reasonable period within which any objection to the making of the offer of appointment/dismissal is to be made by the Leader on behalf of the Executive.</p> <p>(3) An offer of employment or the dismissal of a chief or second tier officer employed under Joint National Council Conditions of Service shall only be made once the appointor/dismissor has considered any objections made and is satisfied that any such objections are not material or well founded. In the case of the Head of Paid Service, Monitoring Officer or Chief Finance Officer the procedure set out in Standing Order 54 shall apply.</p> <p>(4) Whilst any action to suspend the Head of Paid Service, or any Chief Officer, for the purpose of investigation is being undertaken, they shall be on full pay for as long as it takes from the date that suspension takes place.</p> <p>(5) Members will not be involved in any disciplinary action against any officer below chief officer except where such involvement is necessary for an investigation or inquiry into alleged misconduct through the Council's disciplinary procedures.</p> <p>Standing Order 53: Other Appointments</p>		

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>(1) The Head of Paid Service, Directors, Director Fiance, Director Corporate Services and Corporate Managers (or such other officer to whom this function has been delegated) shall be responsible for appointment of staff within their area of responsibility other than those who are on Joint National Council Conditions of Service.</p> <p>Standing Order 54: Dismissal Of Statutory Officers</p> <p>(1) A decision to dismiss the Head Paid of Service, Monitoring Officer and Section 151 Finance Officer may only be taken by Full Council in accordance with the procedure set out in the Local Authorities (Standing Orders) (England) Regulations 2001/3384, as may be amended from time to time.</p>		
<p>Standing Order 55: Administration</p> <p>(1) The Chief Executive shall be the Head of Paid Service responsible for the review of the organisation and administration of the Council.</p> <p>(2) The Director Corporate Services shall be the Council's Monitoring Officer in accordance with section 4 of the Local Government and Housing Act 1989. In his/her absence, the Service Lead – Legal Services and/or Team Leader, ECL, Contracts, Procurement and Licensing shall deputise in accordance with the scheme of delegation.</p> <p>(3) The Director Finance shall be the Chief Finance Officer responsible for securing the proper administration of the Council's financial affairs and arrangements for the purposes of Section 151 of the Local Government Act 1972 as supplemented by Section 114 of the Local Government and Finance Act 1988.</p>	<p>Standing Order 55: Administration</p> <p>(1) The Chief Executive shall be the Head of Paid Service responsible for the review of the organisation and administration of the Council.</p> <p>(2) The Head of Legal and Democratic Services shall be the Council's Monitoring Officer in accordance with section 4 of the Local Government and Housing Act 1989. In their absence, the Team Leader, ECL, Contracts, Procurement and Licensing shall deputise in accordance with the scheme of delegation.</p> <p>(3) The Strategic Director of Corporate Resources shall be the Chief Finance Officer responsible for securing the proper administration of the Council's financial affairs and arrangements for the purposes of Section 151 of the Local Government Act 1972 as supplemented by Section 114 of the Local Government and Finance Act 1988.</p>	<p>Updated to reflect new titles. This will be further amended in the next tranche of changes and incorporated into the articles.</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>(4) Every Committee, Sub-Committee, Executive and officers of the Council shall conform with the financial arrangements so made.</p> <p>(5) The Director, Corporate Services, shall be the Electoral Registration Officer, and In accordance with Section 52 and 54 of the Representation of the Peoples' Act 1983, the Council will provide the Electoral Registration Officer with such officers, accommodation and other resources as are in their opinion sufficient to discharge their statutory function.</p> <p>(6) The Chief Executive, to be designated as the Council's Returning Officer.</p>	<p>(4) Every Committee, Sub-Committee, Executive and officers of the Council shall conform with the financial arrangements so made.</p> <p>(5) The Chief Executive shall be the Electoral Registration Officer, and In accordance with Section 52 and 54 of the Representation of the Peoples' Act 1983, the Council will provide the Electoral Registration Officer with such officers, accommodation and other resources as are in their opinion sufficient to discharge their statutory function.</p> <p>(6) The Chief Executive, to be designated as the Council's Returning Officer.</p>	
<p>STANDING ORDER 56: REGISTER OF INTERESTS</p> <p>Within 28 days of a member's election or re-election or a co-opted members' appointment or re-appointment, he/she shall register all disclosable pecuniary interests as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in the register maintained for that purpose by the Monitoring Officer. Similarly amendment/additions/deletions to a Member's Register of Interest, need to be made within 28 days of the change happening.</p> <p>STANDING ORDER 57: PECUNIARY INTERESTS</p> <p>Where a matter arises at a meeting which relates to a Disclosable Pecuniary Interest, the member shall not participate in a discussion or vote on the matter. The member shall withdraw from the room at the commencement of the consideration of that business. He/she only has to declare what his/her interest is if it is</p>	<p>n/a</p>	<p>Removed due to duplication with members code of conduct</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>not already entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.</p> <p>Where a matter arises at a meeting which relates to a Disclosable Pecuniary Interest, which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. The member shall withdraw from the room at the commencement of the consideration of that business. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.</p> <p>STANDING ORDER 58: OTHER INTERESTS</p> <p>Where a matter arises at a meeting which relates to "other interests" as defined in the Members' Code of Conduct, the member shall disclose the nature of the interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a sensitive interest the member shall declare the interest but not the nature of the interest.</p>		
<p>Standing Order 59: Canvassing Of And Recommendations By Members</p> <p>(1) Canvassing members of the Council, Committees, Sub-Committees or the Executive, directly or indirectly, for any paid work shall disqualify that candidate concerned for the appointment. The content of this Standing Order shall be included in any form of application.</p> <p>(2) A member of the Council, Committee, Sub-Committee or Executive shall not solicit, for any person, any employment by the</p>	n/a	<p>Deleted.</p> <p>Unnecessary duplication (as SO59 (1) and (2) is already contained in 1(b) of the Officer Employment Procedure Rules and 6.1 of Officer/Member Protocol (Part 4))</p>

Original Text (Standing Orders)	New Text (Procedure Rules)	Comment
<p>Council. This shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.</p> <p>Standing Order 60: Relatives Of Members Or Officers</p> <p>(1) A candidate for paid work for the Council, who knows that he is related to any member or senior officer of the Council shall, when making an application, disclose that relationship to the Chief Officer.</p> <p>A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. Every member and senior officer of the Council shall disclose to the Monitoring Officer or relevant Director/Chief Finance Officer/Corporate Manager any relationship known to him/her to exist between himself/herself and any person whom he/she knows is a candidate for employment by the Council. The Monitoring Officer or relevant Director/Chief Finance Officer/Corporate Manager shall report to the Council, appropriate Committee, Sub-Committee or Executive any such disclosure made to him/her.</p> <p>(2) The content of this standing order shall be included in any application for employment. For the purpose of this Standing Order "senior officer" means any officer so designated by the Council and persons shall be deemed to be related if they are husband or wife or if either of them or the spouse of either of them is the son, daughter, grandson or granddaughter, brother, sister, nephew or niece of the other, or of the spouse of the other.</p>		<p>In relation to SO60, this is already contained in 1(a) of the Officer Employment Procedure Rules</p>

