

# Council Procedure Rules

## —(Standing Orders)

### 4. ORDER OF BUSINESS

4. - (1) Except as otherwise provided by paragraph (2) of this Standing Order, the order of business at every meeting of the Council shall be:-

- (a) To choose a person to preside if the Mayor and Deputy Mayor be absent.
- (b) To deal with any business required by statute to be done before any other business.
- (c) To receive such communications as the Mayor or the Chief Executive may desire to lay before the Council.
- (d) To approve as a correct record and sign the minutes of the previous meeting of the Council
- (e) To receive any declarations of interest from members of the Council.
- (f) To permit the asking of questions by members of the Public in accordance with Standing Order 11 (with the exception of the Annual Meeting of Council).
- (g) To dispose of business (if any) remaining from the last meeting.
- (h) To receive and consider reports from officers in relation to:
  - the appointment of the Leader of the Council;
  - the appointment of Chairs and Vice-Chairs of such Committees and other Council bodies as the Council may decide;
  - political balance;
  - the appointment of Committees and other Council bodies;
  - the Council's Constitution;
  - appointment to other bodies;
  - dates and times of Council meetings; and
  - such other matters as the Chief Executive shall determine
  - and to pass any consequent resolutions; on receipt of such reports any member may propose a motion in relation to such matters and once a motion has been seconded and discussed and any proposed amendments disposed of, the Mayor shall put the motion to the vote. If further motions are required to deal with such matters the same procedure shall be followed.
- (i) To consider petitions for debate referred to Council under the Council's Petitions Scheme, as referred to in Part 4 of the Constitution (with the exception of the Annual Meeting of Council or at an extraordinary meeting of the Council, which is not convened to consider the subject matter of the petition).
- (j) To receive and consider those minutes of Cabinet /Committees that are reserved to Council for decision under the Council's Constitution (with the exception of the Annual Meeting of Council). These may be considered as part of relevant Cabinet or Committee Report).
- (k) To consider notices of motion in the order in which notice has been received (with the exception of the Annual Meeting of Council),
- (l) To receive and consider reports relating to those community strategies, key policies and plans referred to in Article 4 of Council's

Constitution (with the exception of the Annual Meeting of Council).

- (m) To receive and consider any reports from the relevant Chair on any conflict between decisions and recommendations of the Cabinet and of an Overview Committee or the Scrutiny Committee (with the exception of the Annual Meeting of Council).
- (n) To receive and consider any reports from the Chair of the Scrutiny Committee on the reasons for refusing requests for scrutiny under the scrutiny call in process. The process being described in Part 4 of the Constitution (with the exception of the Annual Meeting of Council).
- (o) To receive and consider written reports from the Cabinet and from Cabinet members on decisions taken relating to their portfolio responsibilities (with the exception of the Annual Meeting, Budget and Council Tax Setting Meeting and any extraordinary Council meetings).
- (p) To receive and consider reports of chairs on the minutes of committees and other bodies (with the exception of the Annual Meeting, Budget and Council Tax Setting Meeting, and any extraordinary Council meeting).
- (q) To answer questions asked under Standing Order 15 (with the exception of the Annual Meeting of Council).
- (r) Other business, if any, specified in the summons.

(2) Business falling under items (a) or (b) of paragraph (1) shall not be displaced, but, subject thereto, the foregoing order of business may be varied:

- (a) by the 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.