

## Dealing with Amendments to Motions

	Local Authority	Dealing with Amendments	Notice of Public Questions
1.	Bedford Borough	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	Prior notice of questions proposed to be asked is not required.
2.	Bolton	<p>Amendment may be moved to motions without prior notice, but priority given to amendments submitted in writing beforehand. Amendments are moved, debated and voted on in the order of submission.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	No Provision for Public questions at Council meetings.
3.	Bracknell Forest	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	10.00am 7 clear working days before the meeting.
4.	Bury	Constitution not available on Web-Site.	Constitution not available on Web-Site.

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5.	Cambridgeshire	<p><b>Ordinary Meetings of the Council</b></p> <p>Amendments to be submitted by not later than noon one working day before the meeting and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p> <p><b>Budget Setting Meeting</b></p> <p>‘Significant*’ amendments must be submitted 5 clear working days before the meeting; and other ‘minor’ amendments must be submitted 1 clear working day before the meeting.</p> <p><i>*Significant Amendments are amendments which call for changes which will require the Section 151 Officer to expend a considerable amount of time checking the budget figures (e.g.an alternative budget). Minor amendments will be those that relate to a single budget line. The final decision as to whether an amendment is significant rests with the Section 151 Officer.</i></p>	<p>12.00 noon, five working days before the meeting.</p> <p>Up to four members of the public may ask questions.</p>

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6.	Cardiff	<p><b>Ordinary Meetings of the Council</b></p> <p>Amendments to be submitted by not later than 5.00pm 2 Working Days before the meeting and are debated in an order determined by the Chair (Mayor) in consultation with the Monitoring Officer in order to facilitate coherent debate.</p> <p>Amendments to recommendations from Cabinet and Committees to be submitted by 9:00am on the Working Day before the meeting.</p> <p><b>Budget Setting Meeting</b></p> <p>Amendments to the Cabinet's recommendation to be submitted by 9:00am on the Working Day before the meeting.</p> <p>The largest Opposition Group moves its amendments first.</p> <p>The smaller Opposition Group then move its amendments.</p> <p>All amendments are debated and voted on in the order they were moved.</p> <p>Note: Speakers during the debate will be limited and allocated proportionally between political groups</p>	<p>5pm, 6 clear working days before the meeting.</p> <p>15 minutes allocated for public questions.</p>

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7.	Cheshire East	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p> <p>For amendments on the Budget to be debated the Chief Finance Officer must confirm that the amendment is financially sound.</p>	<p>3 clear working days before the meeting.</p> <p>15 minutes allocated for public questions.</p>
8.	Coventry	<p><b>Ordinary Meetings of the Council</b></p> <p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p> <p><b>Budget Setting Meeting</b></p> <p>Amendment may be moved to motions without prior notice.</p> <p>The largest Opposition Group move amendments first, the amendments are debated and voted on.</p> <p>The smaller Opposition Group then move its amendments, the amendments are debated and voted on.</p>	<p>No Provision for Public questions at Council meetings.</p>

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9.	Derby	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>12 noon 5 clear working days before the meeting. 30 minutes allocated for public questions.</p>
10	Kirklees	<p><b>Ordinary Meetings of the Council</b></p> <p>Amendments have to be submitted in advance, by 10.00 am on the day of the meeting if the meeting starts at 6.00 pm, or by 2.00 pm on the day before the meeting if the meeting starts in the morning. Amendments can be moved only after a motion has been moved and seconded and are debated and dealt with one at a time. However, the Mayor has the discretion to allow two or more amendments to be debated together if he/she considers it helpful. The amendments are voted on one at a time.</p> <p><b>Budget Setting Meeting</b></p> <p>Amendments have to be submitted 7 clear working days before the meeting.</p> <p>The Chief Finance Officer must confirm that the amendment is financially sound and sustainable.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>No notice period required. 15 minutes allocated for public questions</p>

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11.	Luton	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	No Provision for Public questions at Council meetings.
12.	Medway	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	12 noon 5 clear working days before the meeting.
13.	Nottingham	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>9.00am the working day before the meeting.</p> <p>30 minutes allocated for public questions</p>

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14.	Peterborough	<p>Written notice of amendments to motions and recommendations is required initially by 12 noon two clear working days before the meeting. The councillor submitting the amendment must then confirm in writing by 12 noon one clear working day before the meeting whether the amendment is to go forward, or notify the Monitoring Officer of any changes to the amendment. If no withdrawal, confirmation or change is received by the Monitoring Officer, it will be assumed that the amendment is to be considered in its initial form.</p> <p>Amendment are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>12 noon 5 clear working days before the meeting. 30 minutes allocated for public questions</p>
15.	Reading	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>3.00pm 2 clear working days before the meeting. 15 minutes allocated for public questions</p>

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16.	Swindon	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>Amendments over seven words are required to be submitted in writing, but this can be done at the meeting.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>9.00am the working day before the meeting.</p> <p>30 minutes allocated for public questions</p>
17.	Thurrock	<p>Amendments must be submitted in writing by noon on the day of the meeting and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>5.00pm 6 clear working days before the meeting.</p>
18.	Trafford	<p>Amendment may be moved to motions without prior notice and are debated and dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p> <p>For amendments on the Budget it is recommended that they are agreed by the Chief Finance Officer as financially sound.</p>	<p>No Provision for Public questions at Council meetings.</p>



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19.	Telford & Wrekin	<p>Amendments must be submitted in writing by no later than four hours before the start of the meeting and are debated and are dealt with in the order received.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>7 clear working days before the meeting.</p> <p>15 minutes allocated for public questions</p>
20.	Warrington	<p>Amendments must be submitted in printed form by no later than 30 minutes before the start of the meeting and are debated and are dealt with in the order received.</p> <p>At the Mayor's discretion if two or more amendments are similar they can be debated together, but voted on separately.</p> <p>There is no procedure for dealing with amendments received at the same time.</p>	<p>12 noon 4 clear working days before the meeting.</p> <p>15 minutes allocated for public questions.</p> <p>A maximum of 3 questions may be asked in the order received</p>