

## **ANNEX TO MINUTES**

### **CONSTITUTION COMMISSION**

**14 NOVEMBER 2018**

#### **COUNCIL PROCEDURE RULES**

1. That the Council's representative on the Thames Valley Police and Crime Panel be not now included in the list of roles which can be asked questions by either members of the public or councillors.
2. That 48 hours' notice before the start time of the meeting be required for public questions.
3. That the Mayor have discretion to allow urgent questions from members of the public if he / she considers them to be sufficiently urgent and they relate to a matter that has arisen within the last 48 hours.
4. That members of the public be required to give 15 minutes notice before the start time of the meeting of their wish to speak on a particular agenda item.
5. That any reference to deputations be removed from the Procedure Rules, on the basis that any deputations can be treated as petitions which allow greater flexibility for members of the public to raise issues with the Council.
6. That petitions must be received 48 hours before the start time of the meeting.
7. That the time to introduce a petition be increased to two minutes in line with other public speaking arrangements.
8. That Procedure Rule 22.1 be amended in order that petitions cannot be submitted to other than Council.
9. That Procedure Rule 13.6 be amended to clarify that amendments to the Cabinet's Annual Budget and Council Tax recommendation will be moved and voted on in the order that they are received from 9.00 am on the working day after the Cabinet's meeting to finalise the recommendation and in the event of a tie, then the Council will decide the order they are moved and voted on.
10. That changes to the time allocated to speakers be highlighted to the political groups.

## **Cabinet Procedure Rules**

1. That the time for the person presenting a referral to the Cabinet be reduced to three minutes in line with the time to be allowed for a Council motion to be introduced.
2. That no other councillor or member of the public be able to speak on a referral.
3. That the time councillors have to speak on Cabinet agenda items be reduced to two minutes in line with revised speaking arrangements at Council.
4. That the right to present a petition to the Cabinet be removed.
5. That Procedure Rule 2.6 be amended to read:

“The Cabinet, Cabinet Committees and Delegated Decisions shall be held at a location and time to be determined by the Leader in the case of Cabinet meetings, the Chair in the case of a Cabinet Committee and the responsible Cabinet member in the case of a delegated decision. Meetings shall not start earlier than 10.00am. When considering where meetings should be held, due regard should be had to the ability of the public to access the meeting.”

## **Overview and Scrutiny Procedure Rules**

1. That Procedure Rule 16(c) be amended to provide for referrals back to the decision maker to be heard within 28 days, rather than the current 10 days, to allow time for a report to be presented addressing the referral.
2. That any members of the public wishing to request the scrutiny of a particular matter be required to make a written submission at least eight clear working days before a meeting of the Scrutiny Management Committee.