
REVIEW OF COUNCIL PROCEDURE RULES TO ENHANCE BACKBENCH MEMBERS' PARTICIPATION AT MEETINGS OF FULL COUNCIL

To: **Constitutional Review Working Party – 1 May 2014**

By: **Glenn Back, Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **To consider a report that was referred to the Constitutional Review Working Party by the Overview & Scrutiny Panel.**

For Decision

1.0 Introduction and Background

- 1.1 At its meeting on 11 March 2014, the Overview and Scrutiny Panel considered the report and annexes which are attached (*Annexes 1 to 4*). The Panel agreed to refer the report to the Constitutional Review Working Party for further consideration, but did not suggest that any further information should be obtained or presented to the Working Party.

2.0 The Current Situation

- 2.1 The Working Party is invited to consider the report to the Panel and to make recommendations on any of the topics covered, as it feels appropriate.

3.0 Corporate Implications

3.1 Financial and VAT

- 3.1.1 No specific additional budget need arises directly from this report, although the adoption of several of the options may have indirect resource implications, for example, in terms of the need to support more frequent, or more complex, types of meetings.
- 3.1.2 For example, if additional (or more complex) meetings of Council need to be arranged, that would require additional support from the Democratic Services team, both in terms of preparation for, and attendance at, evening meetings. Overtime is not payable for attendance at evening meetings, but the Council's flexi-time scheme would allow time to be taken off in-lieu during normal working hours. There would therefore be a direct impact on the ability of the team to cover other work. It is possible that if a sufficient number of extra meetings need to be serviced, that the additional work could no longer be accommodated through the flexi-scheme and additional resources might be needed. These implications could be investigated further should the Constitutional Review Working Party wish to pursue specific options outlined in the accompanying report.
- 3.1.3 In a similar way, if Council Procedure Rules permit questions without notice, or a state of the district debate, it may be necessary for there to be more officer support present at Council meetings from outside of Democratic Services. Similar arguments as above would apply in terms of the impact this could have on coverage of other duties within the normal working day.

3.2 Legal

- 3.2.1 Any constitutional changes arising from recommendations of the Panel must be considered by the Constitutional review Working Party, then Standards Committee, before being adopted by Council.

3.3 Corporate

- 3.3.1 The options outlined in the report would affect the Council's constitution, and in particular, the Council Procedure Rules, but may also affect other elements (e.g. the Overview & Scrutiny Procedure Rules).

3.4 Equity and Equalities

- 3.4.1 None directly arising from the report.

4.0 Recommendation

- 4.1 That the Working Party considers the report and decides whether to make any recommendations to Standards Committee.

5.0 Decision Making Process

- 5.1 Any recommendation of the Constitutional Review Working Party will be referred to the Standards Committee which, in turn, will make recommendations to Council for final adoption.

Future Meeting if applicable:	Date:
Standards Committee	6 June 2014
Council	10 July 2014

Contact Officer:	<i>Glenn Back, Democratic Services & Scrutiny Manager, ext 7187</i>
Reporting to:	<i>Harvey Patterson, Corporate & Regulatory Services Manager and Monitoring Officer, ext 7005</i>

Annex List

Annex 1	Report to Overview & Scrutiny Panel (OSP)
Annex 2	Comparative CPRs <i>[Annex 1 to OSP report]</i>
Annex 3	Comparative analysis across 12 councils <i>[Annex 2 to OSP report]</i>
Annex 4	Examples of other options <i>[Annex 3 to OSP report]</i>