

Proposed Revisions to Constitution

Ref No.	Part of Constitution	Section	Current text	Proposed text	Reason for change
1.	Part 4A. Council Standing Orders	Standing Order 4.3 Substitution (Part 4 – pages 5-6)	<p>4.3 Substitution Substitute members may attend meetings in that capacity only:</p> <p>(a) to take the place of the ordinary member for whom they are the substitute;</p> <p>(b) where the ordinary member will be absent for the whole of the meeting, and;</p> <p>(c) after notifying Democratic Services before the start of the meeting of the intended substitution.</p>	<p>4.3 Substitution Substitute members may attend meetings in that capacity only:</p> <p>(a) to take the place of the ordinary member for whom they are the substitute;</p> <p>(b) where the ordinary member will be absent for the whole of the meeting in their capacity as an ordinary member notwithstanding that the ordinary member can still attend to speak on an item as either a ward councillor or member of the public; and</p> <p>(c) after notifying Democratic Services before the start of the meeting of the intended substitution.</p>	To clarify that ordinary members may still continue to attend a meeting to speak as a ward member or member of the public when they have appointed a substitute.

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2.	Part 4A. Council Standing Orders	Standing Order 9 (Part 4 – page 7)	9. Duration of Meetings Unless three-quarters of members present vote for the meeting to continue, any meeting that has lasted for four hours, excluding adjournments, shall adjourn immediately. Remaining business shall be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business shall be considered at the next ordinary meeting.	9. Duration of Meetings Unless three-quarters of members present vote for the meeting to continue, any meeting that has lasted for four hours, excluding adjournments, shall adjourn immediately. Remaining business shall be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business shall be considered at the next ordinary meeting. After each further four-hour period (excluding adjournments) members shall take a vote to continue the meeting which shall require three-quarters of members present to vote for the meeting to continue.	Clarity is needed on how to deal with a meeting of over 8 hours' duration.

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3.	Part 4A. Council Standing Orders	Standing Order 12.4 (b) (Part 4 – page 9)	<p>12.4 Notice of questions</p> <p>A member may only ask a question under Standing Order 12.2 or 12.3 if either:</p> <p>(a) they have given to the proper officer notice in writing of the question not later than seven clear working days before the date of the meeting; or</p> <p>(b) they have submitted their question to the proper officer prior to the commencement of the agenda item.</p> <p>Questions submitted under 12.4(a) shall be taken first and shall be asked in the order in which notice of them was received, except that the Chair may group together similar questions.</p>	<p>12.4 Notice of questions</p> <p>A member may only ask a question under Standing Order 12.2 or 12.3 if either:</p> <p>(a) they have given to the proper officer notice in writing of the question not later than seven clear working days before the date of the meeting; or</p> <p>(b) they have submitted their question to the proper officer prior to the commencement of the meeting.</p> <p>Questions submitted under 12.4(a) shall be taken first and shall be asked in the order in which notice of them was received, except that the Chair may group together similar questions.</p>	It will make it easier for officers to manage the meeting and include any late questions in the random draw if questions are submitted prior to the commencement of the meeting rather than the agenda item.

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			<p>Questions submitted under 12.4(b) shall be drawn at random by the Chair until there are no further questions or the time limit, referred to in Standing Order 12.5 below, expires.</p> <p>Only one question may be asked per member, per meeting, but one supplementary question may also be asked at the meeting</p>	<p>Questions submitted under 12.4(b) shall be drawn at random by the Chair until there are no further questions or the time limit, referred to in Standing Order 12.5 below, expires.</p> <p>Only one question may be asked per member, per meeting, but one supplementary question may also be asked at the meeting</p>	
4.	Part 4A. Council Standing Orders	<p>Standing Order 15.14</p> <p>(Part 4 – page 7)</p>	<p>15. Rules of Debate</p> <p>15.14 Personal explanation</p> <p>A member may make a personal explanation at any time by standing and stating, “Personal explanation”. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been</p>	<p>15. Rules of Debate</p> <p>15.14 Personal explanation</p> <p>A member may make a personal explanation at any time by standing and stating, “Personal explanation”. A personal explanation may only relate to some material part of an earlier speech during the meeting by the member which may</p>	To clarify that a personal explanation applies to a speech made during the meeting.

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			misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation shall be final.	appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation shall be final.	
5.	Part 4A. Council Standing Orders	Standing Order 24 (Part 4 – page 22)	<p>24. Cancellation of meetings</p> <p>24.1 The Chief Executive is authorised to cancel a meeting before the agenda has been published, following consultation with the Chair.</p> <p>24.2 Where, in exceptional circumstances, such as severe weather or other disruptive circumstances, it is necessary to cancel a meeting after the agenda has been published, the Chief Executive shall be authorised to do so, following consultation with the Chair. The notice advising of the</p>	<p>24. Cancellation of meetings</p> <p>24.1 The Chief Executive is authorised to cancel a meeting before the agenda has been published, following consultation with the Chair and group leader(s).</p> <p>24.2 Where, in exceptional circumstances, such as severe weather or other disruptive circumstances, it is necessary to cancel a meeting after the agenda has been published, the Chief Executive shall be authorised to do so, following consultation with the Chair and group leader(s). The notice</p>	As discussed at full council on the 15 th April 2021.

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			cancellation shall specify the exceptional circumstances in which the decision was taken. Outstanding business shall be held over to the next scheduled meeting or considered at a reconvened meeting on a date to be arranged which satisfies the notice requirements set out in the Local Government Act 1972 and Access to Information Rule 4.	advising of the cancellation shall specify the exceptional circumstances in which the decision was taken. Outstanding business shall be held over to the next scheduled meeting or considered at a reconvened meeting on a date to be arranged which satisfies the notice requirements set out in the Local Government Act 1972 and Access to Information Rule 4.	
6.	Part 4A. Council Standing Orders	Standing Order 26.3 (Part 4 – pages 22 - 23)	26. Application to Cabinet, Committees and Sub-Committees 26.3 Only Standing Orders 4-9 and 12-25 (but not Standing Order 21.2, standing to speak) apply to meetings of all committees and subcommittees	26. Application to Cabinet, Committees and Sub-Committees 26.3 Only Standing Orders 4-9 and 12 and 14-25 (but not Standing Order 21.2, standing to speak) apply to meetings of all committees and subcommittees	Motions on notice should not apply to committees.

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7.	Throughout the constitution	N/A	Head of Legal Practice	Reference to the Head of Legal to also include the Deputy Head of Legal Practice	To provide clarity.