

## Procedures Committee

Friday, 28 January 2022

Present:

Councillors Bullivant, Connett (Vice-Chair), D Cox, H Cox, Haines, MacGregor and L Petherick

Members in Attendance Virtually:  
Councillors Parker-Khan and Swain

Apologies:  
Councillors Parker and Thorne

Officers in Attendance:  
Trish Corns (Democratic Services Officer), Sarah Selway (Democratic Services Team Leader & Deputy Monitoring Officer) and Paul Woodhead (Head of Legal Services & Monitoring Officer to the Council)

### 1 Minutes of the previous meeting

The minutes of the meeting on 14 October 2021 were agreed as a correct record and by the Deputy Chair.

### 2 Declarations of interest

None.

### 3 Notice of Motion - Constitution

Cllr Swain presented his Notice of Motion regarding proposed amendments to the Constitution. Members discussed the suggestions put forward.

**RECOMMENDED** to Full Council that:-

- (1) 4.3.2(e): public questions - "*the business of the meeting*" be amended to read to "*the business of the council*";
- (2) Section 6, Schedule 2 row 2B3: minor amendments to the constitution, to add in after minor changes "*i.e. change which no Group Leader feels is significant in that it fundamentally changes existing provisions*"; and
- (3) To modified the constitution to use gender neutral language throughout to replace references to *chairman* with *chair* and *he/his* with *they/their*.

#### **4 Item from the Chair - Cllr Parker**

The Leader presented the item on behalf of Cllr Parker on the time line for public and members questions to committees.

Members discussed the need to have clear timelines for member and public questions and to have the responses circulated in adequate time to enable those submitting questions to be able to form their supplementary questions. Members asked officers to prepare a paper for the next meeting on the resource implications for the questions and responses timelines.

Members requested that an item on a council petition scheme be considered at the next meeting.

**RECOMMENDED** to Full Council that the time lines for *submitting public and member questions to committee be three clear working days before the meeting i.e should the meeting be on a Thursday the deadline would be the Friday before at 5pm.*

#### **5 Item from Cllr Macgregor**

Cllr Macgregor presented his agenda item to propose that “*Matters Arising from the minutes*” be added to the Full Council agenda following the item to agree the minutes.

The Head of Legal Services & Monitoring Officer to the Council clarified that council minutes were a record of the decisions made and were not a verbatim record of the meeting.

Members discussed the option of Overview and Scrutiny Committees following up matter arising from Council minutes.

The recommendation was proposed, seconded, put to the vote and lost.

#### **6 Members Training and Development Programme**

Members noted the Training and Development Programme.

The meeting started at 10.00 am and finished at 10.56 am.

Chair