

SHEFFIELD CITY COUNCIL

COUNCIL MEETING – 7TH FEBRUARY 2018

ITEM 3 - SUSPENSION OF COUNCIL PROCEDURE RULES

The Council is recommended to approve, for the duration of this meeting and for the ordinary meeting of the Council on 28th March 2018, the revisions to the Council Procedure Rules (CPR) as set out below, in order to apply, to these meetings, the changes to the operation of the full Council meetings that were used at the ordinary Council meetings held in September to December 2017 as part of a pilot exercise being overseen by the Review of Full Council Meetings Member Working Group.

Revised Rules Are Set Out Below (Amendments/additions are shown in bold text; deletions are shown by strikethrough of text)

CPR 5 – Meetings of the Council -

5.4 - Ordinary meetings of the Council shall be held in the Town Hall at ~~2.00 p.m.~~ **5.00 p.m.** on the first Wednesday in months to be determined at the Annual Council Meeting or, in particular circumstances, at such other dates and venues as may be determined by the Lord Mayor or the City Council.

5.5 - Ordinary meetings will terminate at no later than ~~6.30 p.m.~~ **8.00 p.m.** Any unfinished business will normally be voted on without debate at the end of that time. Any meeting starting other than at ~~2.00 p.m.~~ **5.00 p.m.** shall finish no later than ~~four hours and 30 minutes~~ **three hours** after the start. Special and Extraordinary meetings of the Council shall also be subject to this rule.

CPR 9.1 – Order of Council Business - The business of the Council shall be **ordered in the Council Summons so as to include items of public engagement and public interest before other business items, and the business shall be** taken in the order in which it appears in the Council Summons. However, the Council may, by a resolution passed on a motion duly moved and seconded, direct the order of precedence to be changed, in circumstances where the subject of a motion proves to generate public interest reflected by a significantly increased attendance by members of the public at a Council meeting and it is therefore deemed appropriate to take the motion in question as an earlier item of business. The motion to change the order of business shall be dealt with in accordance with the process set out in Council Procedure Rule 11(b).

CPR 10.2 - Motions set out in agenda

(a) (new rule) **For each Motion delivered to the Chief Executive, the written notice must include a subject title and the names of the Members who propose to move and second the Motion at the meeting. The subject title and names will be included in the Council Summons.**

(b) (formerly Rule “a”) - Unless the Member giving notice states, in writing, that he/she proposes to move it to a later meeting or withdraw it, motions for which notice has been given will be listed on the Council Summons in an order based on a pre-determined formula according to the relative size of the various Party Groups on the Council, with Motions being considered in an order of priority identified by the various recognised Groups. The formula shall be agreed at the start of each municipal year, to take account of any changes in size of the Groups etc. **The number of Motions submitted through the recognised groups for each ordinary meeting of the Council will be limited to no more than four.** Provision shall also be made for the inclusion of any individual Motions that are not submitted through the recognised groups.

CPR 17 (Rules of Debate at Council Meetings) -

17.5 – Content and Length of Speeches – Speeches must be directed to the question under discussion or to a personal explanation or point of order. Subject to the provisions of Council Procedure Rules, 11, 17.6, 17.12 and 17.13, speeches on motions or amendments shall be subject to a time limit of 3 minutes ~~each speaker~~ **for the proposer of a motion and 2 minutes for the seconder of the motion, the mover and seconder of amendments, all other speakers on the debate, and for the right of reply for the mover of the motion.**

17.6 – Time Limit for Debate - All Motions for which notice has been given in the Council Summons, **and all items of business relating to matters reserved to the Council, shall be subject to a maximum time limit of 25 minutes debate in total per Motion/item, including any amendments relating thereto. Upon expiry of the time limit, any and all outstanding business relating to that Motion/item, including any amendments relating thereto, will be voted upon without further debate.** ~~All reports or presentations to be considered at ordinary meetings of the Council, shall not be subject to a maximum time limit.~~

17.7 – (new Rule) Procedure for Debate –

Debates on items of business relating to matters reserved to the Council, and on motions for which notice has been given in the Council Summons, shall be conducted as follows:-

- (a) **The motion shall be moved and seconded;**
- (b) **Any amendments to the motion shall be moved and seconded in turn;**
- (c) **The subject matter under consideration shall be debated as a whole;**
- (d) **The mover of the original motion shall have a right of reply at the end of the debate;**
- (e) **Votes shall be taken on each amendment and the substantive or original motion.**

17.8 (formerly Rule “17.7”) – When a Member may speak again –

A Member who has spoken on ~~a motion~~ **an item of business** may not speak again whilst it is the subject of debate, except:-

- ~~(a) to speak once on an amendment moved by another member;~~
- ~~(b) to move a further amendment if the motion has been amended since he/she last spoke;~~
- ~~(c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried;~~
- (ad) in exercise of a right of reply;
- (be) on a point of order; and
- (cf) by way of personal explanation

17.9 (formerly Rule “17.8”) – Amendments to Motions –

- ~~(a) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.~~
- (ab) If an amendment is not carried, ~~other~~ **any further amendments that have been moved will apply** to the original motion ~~may be moved. If no further amendments have been moved, the original motion is put to the vote.~~
- (be) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments ~~are moved~~ **will apply**. If there are no further amendments, the substantive motion is put to the vote.

17.13 (formerly Rule “17.12a”) – Motions which may be moved during debate - When ~~a motion or amendment~~ **an item of business** is under debate, no other motion may be moved except the following procedural motions

17.14 (formerly Rule “17.13” – paragraphs b & c) – Closure Motions –

- (b) If a motion to proceed to next business is moved, seconded and spoken upon and, if not less than five persons have spoken on the ~~motion~~ **item of business** under debate, and at least one member of each of the political parties recognised by the Council as constituting an identifiable and separate Party Group, having previously indicated to him/her a wish to contribute to the debate, has been given the opportunity so to do, the Lord Mayor will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is moved, seconded and spoken upon and, if not less than five persons have spoken on the ~~motion~~ **item of business** under debate, and at least one member of each of the political parties recognised by the Council as constituting an identifiable and separate Party Group, having previously indicated to him/her a wish to contribute to the debate, has been given the opportunity so to do, the Lord Mayor will put the procedural motion to the vote. If it is passed ~~in circumstances where debate is on the motion or final amendment to a motion~~, he/she will give the mover of the original motion a right of reply ~~before putting his/her motion~~ **and shall then put any outstanding amendments and the substantive or original motion** to the vote.