



## GOVERNANCE COMMITTEE

**Subject Heading:**

Arrangements for the Annual Meeting of the Council

**CMT Lead:**

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**Policy context:**

To improve the arrangements for Annual Meetings of the Council

**Financial summary:**

There no cost implications

**Has an Equality Impact Assessment (EIA) been carried out?**

There are no equalities implications

**The subject matter of this report deals with the following Council Objectives**

Ensuring a clean, safe and green borough	<input type="checkbox"/>
Championing education and learning for all	<input type="checkbox"/>
Providing economic, social and cultural activity in thriving towns and villages	<input type="checkbox"/>
Valuing and enhancing the lives of our residents	<input type="checkbox"/>
Delivering high customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

### SUMMARY

At its last meeting, the Committee agreed in principle to make further changes to the way in which the Annual Meeting is arranged. This report sets out the changes needed to the Constitution in order to give effect to the intended changes.

**RECOMMENDATIONS**

That the Committee **RECOMMEND to the Council** that:

- 1 The proposed new arrangements for the Annual Meeting be approved
- 2 That, accordingly, the changes to the relevant Council Procedure Rules set out in the Appendix to this report be approved.

**REPORT DETAIL**

- 1 At its last meeting, the Committee agreed that the arrangements for the Annual Council that were followed in 2012 should become permanent. This requires amendment of the Council Procedure Rules; this report is submitted accordingly.
- 2 The new arrangements will provide as follows:
  - (a) Other than in the year of the local elections – next due in 2014 – immediately before the main Annual Meeting there will be a brief extraordinary meeting of the Council to deal with nominations for the election of Honorary Freemen (in election years, this will be dealt with at the July meeting of the Council, as at present)
  - (b) The Annual Meeting itself will follow on as seamlessly as possible from the extraordinary meeting, and the business to be considered will be:
    - (i) The Election of the Mayor
    - (ii) The appointment of Deputy Mayor
    - (iii) The appointment of Committees and their Chairmen and Vice-Chairmen
    - (iv) The appointment of Member Champions
    - (v) A statement by the Leader of the Council
  - (c) A further, ordinary meeting of the Council will be held two or three weeks after the Annual Meeting, at which the business will include:
    - (i) A debate upon the Leader of the Council's statement at the Annual Meeting
    - (ii) Other, ordinary business (Reports, Questions and Motions)
- 3 The new Council Procedure Rules to give effect to these arrangements are set out in the Appendix to this report.

**IMPLICATIONS AND RISKS**

**Financial implications and risks:**

There are no direct financial implications or risks. Although the new arrangements require additional meetings of the Council to those traditionally held, the cost of holding them is marginal and can be absorbed within existing budgets.

**Legal implications and risks:**

There are none. There are legal obligations to hold an Annual Meeting and to elect a Mayor.

**Human Resources implications and risks:**

There are no HR implications or risks

**Equalities implications and risks:**

There are no HR implications or risks

**BACKGROUND PAPERS**

There are no background papers

**Proposed changes in the Council Procedure Rules**

**A. Replace the existing Rule 1 by the following:**

**1. ANNUAL MEETING OF THE COUNCIL**

- 1.1 In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will normally take place in May but may, if the Council so agrees, take place in March or April.
- 1.2 Other than in a year when there is an ordinary election of Councillors, an extraordinary meeting of the Council shall be held in accordance with Council Procedure Rule 4.3, commencing at 7.30pm, and the Annual Meeting shall commence immediately following the conclusion of that extraordinary meeting. In the year of an election, there shall be no extraordinary meeting but Council Procedure Rule 2(d) shall apply.
- 1.3 The business of the Annual Meeting shall be to:
- (a) choose a Member to preside if the outgoing Mayor is not present and to receive apologies for absence;
  - (b) elect the Mayor of the Borough for the forthcoming municipal year and receive notice of the appointment of the Deputy Mayor;
  - (c) approve the minutes of the last meeting and of any subsequent extraordinary meeting;
  - (d) receive any declarations of interest from members;
  - (e) receive any announcements from the Mayor and/or Chief Executive;
  - (f) in a year when there is an ordinary election of Councillors, elect the Leader of the Council, and receive notice of the appointment of the Deputy Leader of the Council and the Members of the Cabinet
  - (g) appoint the overview and scrutiny committees and any such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions; appoint their Chairmen and Vice Chairmen and appoint the following Member Champions:
    - (i) for Diversity
    - (ii) for the Historic Environment
    - (iii) for the Over Fifties

- (iv) for Standards
  - (v) for the Voluntary Sector Compact
  - (vi) for Younger Persons
  - (vii) *for Armed Forces veterans (subject to acceptance of this proposed appointment)*
  - (h) receive a statement by (or on behalf of) the Leader of the Council relating to any aspect of the Council policy or in respect of any issue affecting the Council or the borough.
- 1.4 An additional Ordinary Meeting of the Council shall be held on such date as the Council may determine no more than 21 days after the Annual Meeting. Council Procedure Rule 2 shall apply to that additional meeting.
- 1.5 The Initial, Revised and Final Agendas for the Annual Meeting, and any papers or other submissions for consideration at that meeting, shall be delivered in accordance with Timetable 1 appended to these Rules.

B. In Rule 2, add a new subparagraph (d) as follows, and renumber subsequent subparagraphs accordingly

**2. ORDINARY MEETINGS**

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- (d) at the ordinary meeting held following the Annual Meeting in accordance with Council Procedure Rule 1.4, debate the Statement given by the Leader of the Council to the Annual Meeting.

C. In Rule 4, add a new paragraph 4.3 as follows:

**4. EXTRAORDINARY MEETINGS**

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**4.3 Conferment of Honorary Freedom**

Immediately before the Annual Meeting of the Council in any year other than when there is an ordinary election of Councillors, an extraordinary meeting shall be convened for the purpose of considering any nominations for the conferment of the Honorary Freedom of the Borough in accordance with Council Procedure Rule 24.

D. In Rule 11, add a new paragraph 11.12 as follows:

**11. MOTIONS OF WHICH NOTICE IS GIVEN**

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**11.12 Debate of Leader of the Council's Statement to the Annual Meeting of the Council**

At the additional ordinary meeting following the Annual Meeting of the Council held in accordance with Council Procedure Rule 1.4, there shall be deemed to be a motion "That the Statement given by the Leader of the Council's to the Annual Meeting of the Council be received". Amendments may be moved to that deemed motion in accordance with the provisions of this Rule.

The provisions of Rules 11.1 and 11.2 shall not apply to that deemed motion.

E. Insert into Rule 24 the words highlighted:

**24. CONFERMENT OF AWARDS FOR EMINENT SERVICE**

24.1 Other than in a year in which there is an ordinary election of Councillors, Council shall consider **at an extraordinary meeting held immediately before the Annual Meeting** whether to confer on any person the Honorary Freedom of the borough, in recognition of their distinction or eminent services to the borough.