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<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>CONSTITUTION WORKING PARTY</b>
<b>DATE:</b>	<b>22 JULY 2019</b>
<b>REPORT OF THE:</b>	<b>DEMOCRATIC SERVICES MANAGER SIMON COPLEY</b>
<b>TITLE OF REPORT:</b>	<b>MANAGEMENT OF MEETINGS (INCLUDING SCRUTINY REVIEW REPORT)</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 This report presents the final report of the scrutiny review on meeting start times and management of meetings for consideration by the Constitution Working Party.
- 1.2 It also presents other recommendations identified in the Constitution Working Party's work programme relating to the management of meetings.

### **2.0 RECOMMENDATION(S)**

- 2.1 To make recommendations to Council, through the Policy and Resources Committee, on each of the recommendations in the final report from the Overview and Scrutiny Committee:
- (i) That the Constitution be amended to change the order of business for Full Council to put items for decision first;
  - (ii) That the Constitution be amended to bring forward the guillotine, so that it takes effect after 3 hours;
  - (iii) That the Constitution be amended to require corrections to the minutes to be submitted in writing in advance of the meeting;
  - (iv) That working practices be amended so that questions to officers have to be dealt with ahead of, rather than during, meetings of Full Council;
  - (v) That the Constitution be amended to require the circulation of the Leader's Statement with the agenda;

- (vi) That working practices be amended to stop reading out the Leader's Statement at meetings of Full Council.
- 2.2 To make a recommendation to Council, through the Policy and Resources Committee, as to whether written notice should be given of questions on the Leader's Statement at Council.
- 2.3 To make recommendations to Council, through the Policy and Resources Committee, on the use of indicative timings for items of business on meeting agenda.
- 3.0 REASON FOR RECOMMENDATION(S)**
- 3.1 To consider the findings from the scrutiny review and other items relating to the management of meetings.
- 4.0 SIGNIFICANT RISKS**
- 4.1 Any risks identified and discussed as part of the review are included in the findings in the main report.
- 5.0 POLICY CONTEXT AND CONSULTATION**
- 5.1 At the time of the review links were made to the corporate aim "to transform the Council" and the strategic objectives "to know our communities and meet their needs" and "to develop the leadership, capacity and capability to deliver future improvements".

## **REPORT**

### **6.0 REPORT DETAILS**

- 6.1 The meeting of Full Council on 8 December 2016 resolved that the Overview and Scrutiny Committee carry out a review of meeting start times.
- 6.2 The meeting of Full Council on 21 February 2017 resolved that the remit of this review be broadened to cover the efficient management of meetings of Full Council.
- 6.3 The scrutiny review was completed and the report was submitted to the Policy and Resources Committee on 21 September 2017, which referred it to the Constitution Working Party.
- 6.4 The Constitution Working Party did not meet until 20 June 2019. At this meeting it reviewed the scrutiny report and requested that it be considered at its next meeting, on 22 July 2019, along with other items in its work programme relating to the management of meetings.
- 6.5 The report from the scrutiny review is attached and its recommendations are listed above.
- 6.6 A related item in the Constitution Working Party's work programme was whether written notice should be given of questions on the Leader's Statement at Council.
- 6.7 A further item relating to the management of meetings, which came from the Democratic Services and Governance health check, was that consideration be given

to the use of indicative timings for items of business on meeting agenda.

## **7.0 IMPLICATIONS**

7.1 The following implications have been identified:

a) Financial

There are no direct financial implications arising from this report.

b) Legal

There are no legal implications arising from this report

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)

There are no other implications arising from this report. An equality impact assessment has been conducted in relation to meeting start times.

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### **Background Papers:**

Minutes of Full Council on 8 December 2016 and 21 February 2017

Minutes of Overview and Scrutiny Committee on 16 February 2017, 30 March 2017, 20 April 2017 and 22 June 2017

Minutes of Policy and Resources Committee on 21 September 2017

Minutes of Constitution Working Party on 20 June 2019

The Constitution

**Background Papers are available for inspection at:**

[www.ryedale.gov.uk](http://www.ryedale.gov.uk)