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**REPORT TO:** FULL COUNCIL

**DATE:** 5 SEPTEMBER 2019

**SUBJECT:** PART 'B' REFERRALS FROM POLICY AND RESOURCES  
COMMITTEE ON 25 JULY 2019

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### 32c Management of Meetings

#### Recommendation to Council

- (1) That recommendation (i) of the final report of the Scrutiny Review on Meeting Start Times and Management of Meetings, below, is not approved.  
*Recommendation: (i) That the Constitution be amended to change the order of business for Full Council to put items for decision first.*
- (2) That recommendation (ii) of the final report of the Scrutiny Review on Meeting Start Times and Management of Meetings, below, is not approved.  
*Recommendation: (ii) That the Constitution be amended to bring forward the guillotine, so that it takes effect after 3 hours.*
- (3) That recommendation (iii) of the final report of the Scrutiny Review on Meeting Start Times and Management of Meetings, below, is not approved.  
*Recommendation: (iii) That the Constitution be amended to require corrections to the minutes to be submitted in writing in advance of the meeting.*
- (4) That recommendation (iv) of the final report of the Scrutiny Review on Meeting Start Times and Management of Meetings, below, is not approved.  
*Recommendation: (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.*
- (5) That recommendation (v) of the final report of the Scrutiny Review on Meeting Start Times and Management of Meetings, below, is approved so that the Rules of Procedure are amended to include provision for members to receive a written statement from the Leader of Council with the agenda.  
*Recommendation: (v) That the Constitution be amended to require the circulation of the Leader's Statement with the agenda.*
- (6) That recommendation (vi) of the final report of the Scrutiny Review on Meeting Start Times and Management of Meetings, below, is approved and it is confirmed by Council that it is preferable for the Leader's Statement not to be read out at meetings save for in exceptional circumstances.  
*Recommendation: (vi) That working practices be amended to stop reading out the Leader's Statement at meetings of Full Council.*
- (7) That written notice of questions on the Leader's Statement at Council is not required.
- (8) That indicative timings for items of business on meeting agendas are not introduced.

#### Voting record

8 For

1 Against