

## PART A

**Report to:** Constitution Working Party  
**Date of meeting:** 14 June 2016  
**Report of:** Democratic Services Manager  
**Title:** Order of business at full Council meetings

### 1.0 **Summary**

- 1.1 This report provides the opportunity for members to consider the order of business in a Full Council agenda.
- 1.2 This report asks members to consider moving motions to be taken after the substantive business on the agenda.

### 2.0 **Recommendations**

- 2.1 To make a recommendation to Council to alter the order of the agenda items on Full Council agendas.

**Contact Officer:**

For further information on this report please contact: Caroline Harris,  
Democratic Services Manager  
telephone extension: 8372 email: [caroline.harris@watford.gov.uk](mailto:caroline.harris@watford.gov.uk)

**Report approved by:** Head of Democracy and Governance

### 3.0 **Detailed Proposal**

- 3.1 Council motions can be put forward on a wide range of topics, the scope within the constitution allows for a breadth of subjects:  
“Motions must be about matters for which the Council has a responsibility or which affect the Borough”
- 3.2 As such a number of motions can be received for a Full Council agenda. The subjects of which may be contentious or topics which are of great concern to a number of residents at the time of the meeting.
- 3.3 In 2015/16 there were between 1-4 motions on the agenda at each meeting from June – March.
- 3.4 Full Council also receives the Mayor’s report which can take a significant amount of the meeting time. In 2015/16 for each Mayor’s question time there were 10-11 questions per meeting.
- 3.5 Reports are also received from across the Council which can only be considered at a Full Council meeting e.g., from the policy framework and the budget.
- 3.6 In order to effectively manage the time of the meetings it is proposed to move the report items to be taken after any urgent business brought forward by the Chair of Council or Head of the Paid Service. Motions would then be taken after the reports had been considered.
- 3.7 This would allow time in the meeting for the reports to be given adequate consideration and for any members who wish to speak to be able to do so. Each member, outside of those moving the report, has up to 5 minutes to speak.
- 3.8 The agenda format would then look as follows:
1. Apologies for absence
  2. Disclosure of interests
  3. Minutes
  4. Official Announcements
  5. Mayor’s report
  6. Questions by members of the council under council procedure rule 10.0
  7. Questions by members of the public under council procedure rule 11.0
  8. Petitions presented under Council procedure rule 12.0
  9. Business especially brought forward by the Chairman or the Head of Paid Service which in the opinion of the Chairman should be considered as a matter of urgency
  10. Report
  11. Report etc
  12. Motions submitted under Council procedure rule 13.0

3.9 If 10.30pm finishing time is reached then Council can vote to extend the meeting if it wishes. If this is not carried then any motions which had not been discussed could be carried forward to the next ordinary meeting.

#### 4.0 **Implications**

##### 4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there are no financial implications in this report

##### 4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

### **Background Papers**

No papers were used in the preparation of this report.

### **File Reference**

- None