

Rules of Procedure

Council Procedure Rules

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1. Annual Meeting of the Council

1.1 Timing and Business

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, on a date which the Council may fix. In any other year, the annual meeting will take place in March, April or May as the Council may fix.

The annual meeting will:

- (a) elect a person to preside if the Chair of Council is not present; but no member of the Executive can preside, or be Chair or Vice Chair of the Council;
- (b) elect the Chair of the Council (who will be entitled "Mayor");
- (c) appoint the Vice Chair of the Council (who will be entitled "Deputy Mayor");
- (d) receive any announcements from the Chair and/or Chief Executive;
- (e) elect the Leader and Deputy Leader of the Council;
- (f) agree the number of Members to be appointed to the Executive;
- (g) appoint Scrutiny Committees, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution)
- (h) agree such delegations as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution)
- (i) approve a programme of ordinary meetings of the Council and its Committees for the year, and
- (j) consider any business set out in the notice convening the meeting.

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council meeting shall:

- (a) decide which committees to establish for the civic year (being the period from one Annual Meeting to the next, except in the year when there are ordinary elections to the Council, in which case the Committees – and postholders and outside body appointees (in (e) below) – will run from the Annual Meeting to the date of the election);
- (b) decide the size of, and terms of reference for, those committees
- (c) decide the allocation of seats, and substitutes where appropriate, to political groups in accordance with the political balance rules;
- (d) receive nominations of councillors to serve on each committee and outside body, and
- (e) appoint to those committees (including chairs and vice chairs unless referred to those committees to appoint); and also to appoint to outside bodies as appropriate.

2. Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:

- (a) elect a person to preside if the Chair and vice Chair are not present;
- (b) approve the minutes of the last meeting;
- (c) receive any declarations of interest from members;
- (d) receive any announcements from Chair, Leader, members of the Cabinet or the Chief Executive;
- (e) deal with any business from the last Council meeting;

- (f) receive reports/proposals from the Executive and the Council's committees and receive questions and answers on any of those reports/proposals;
- (g) consider motions; and
- (h) consider any other business specified in the summons to the meeting.

The Chair may vary the order of business.

3. Extraordinary Meetings

3.1 Calling Extraordinary Meetings

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Chair of the Council;
- (c) the Chief Executive, the Chief Financial Officer or Monitoring Officer; and
- (d) any five members of the Council if they have signed a requisition presented to the Chair of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

4. Appointment of Substitute Members of Committees

4.1 Allocation

As well as allocating seats on committees, the Council may allocate seats in the same manner for substitute members.

4.2 Number

If it does this, the Council will appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee unless the committee is not

subject to political balance rules (as for example in the case of the Standards Committee). Substitutions shall otherwise be on the basis that in the absence of any member from a particular group, the substitute member shall be from the same political group, except however that the council may also resolve unanimously that the political balance requirements of Sections 15 and 16 of the Local Government and Housing Act 1989 do not apply to a particular Committee including insofar as any subsequent use of appointed substitutes are concerned under this rule.

4.3 Powers and Duties

Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.4 Substitution

Substitute members may attend meetings in that capacity only:

- (a) to take the place of the ordinary member for whom they substitute;
- (b) where the ordinary member will be absent for the whole of the meeting; and
- (c) after notifying the Chief Executive before the start of the meeting of the intended substitution.

5. Time, Place of Meetings and Conduct

The time and place of meetings will be determined by the Chief Executive and notified in the summons. Where the meeting is to be conducted in accordance with the Council's arrangements for multi-location meetings, the summons will also include details of how to access the meeting by remote means.

6. Notice of and Summons to Meetings

The Chief Executive will give notice to the public of the time and place of

any meeting in accordance with the Access to Information Procedure Rules. At least three clear days before a meeting, the Chief Executive will send a summons signed by him or her by email or via the Mod Gov. System. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available. Where the meeting is to be conducted in accordance with the Council's arrangements for multi-location meetings, the summons will also include details of how to access the meeting by remote means.

7. Chair of Meeting

The person presiding at the meeting may exercise any power or duty of the Chair. Where these rules apply to committee and sub-committee meetings, references to the Chair also include the Chair of committees and sub-committees.

8. Quorum

8.1 Subject to the provision set out in paragraph 8.2 and 8.3 below the quorum of a meeting will be one quarter of the whole number of members of that meeting. During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Except where specifically authorised by statute or ordered by the Council, business shall not be transacted at a meeting of any Committee unless at least one quarter of the whole number of the voting Members of the Committee is present (save for the Planning Committee or where specifically set out in this Constitution). Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting. In no case will the quorum of a Council Committee or Sub Committee be less than 3 members entitled to vote at that Committee or Sub Committee save where the number of members appointed to that Committee or Sub Committee is less than 3.

8.2 The quorum for a meeting of the Planning Committee will be $\frac{1}{2}$ (50%) of the whole number of members of that Committee.

8.3 Members will be regarded as present at a meeting where they attend that meeting by remote means in accordance with the Council's arrangements for multi-location meetings providing that

they can speak to, hear and be heard by, other attendees at the meeting. Attendance “by remote means” means attendance in a different physical location to that of other participants and participating through an online meeting platform.

9. Questions by Members and Members of the Public

9.1 On reports of the Executive or Committees

A member of the Council may ask the Leader or the Chair of a Council committee any question without notice upon an item of the report of the Executive or a committee when that item is being received or under consideration by the Council.

9.2 Questions on Notice at Full Council

Subject to Rule 9.4, a member of the Council may ask:

- The Chair of the Council
- A Member of the Executive
- The Chair of any Committee
- A question on any matter in relation to which the Council has powers or duties or which affects the area.

9.3 Questions on Notice at Committees

Subject to Rule 9.4, a member of a committee may ask the Chair of it a question on any matter in relation to which the Council has powers or duties or which affect the area and which falls within the terms of reference of that committee.

9.4 Notice of Questions

A member may only ask a question under Rule 9.2 or 9.3 if either:

- (a) they have given at least 1 working day notice in writing of the questions to the Chief Executive; or
- (b) the question relates to urgent matters, they have the consent of the Chair to whom the question is to be put and the content of the question is given to the Chief Executive not later than 2

hours before the start of the meeting.

9.5 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

9.6 Supplementary Question

A member asking a question under Rule 9.2 or 9.3 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

9.7 Questions by members of the Public

Members of the public may ask questions at meetings subject to the provisos of the Council's Public Speaking Protocols

9.8 Petitions

The presentation of petitions will be in accordance with the Petition Procedure Rules

10. Motions on Notice

10.1 Notice

Except for motions which can be moved without notice under Rule 11, written notice of every motion, signed or confirmed by at least 2 members, must be delivered or sent to the Chief Executive not later than eight clear days before the date of the meeting. These will be open to public inspection.

10.2 Motion set out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notices states, in writing, that they propose to move it to a later meeting or withdraw it.

10.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the area.

10.4 Honorary Freemen/Women

No motion proposing that a decision be made under Section 249 (5) of the Local Government Act 1972 (Honorary Freeman or Honorary Freewoman) may be submitted to the full Council except by a Motion on Notice under Rule 10.1 above to be considered at a meeting of Council convened for that purpose.

10.5 Number of Motions

No Member may give notice of more than one motion for any Council meeting, except with the consent of the Mayor

11. Motions without Notice

The following motions may be moved without notice:

- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- (g) to withdraw a motion;

- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) to suspend a particular council procedure rule, or other rule where so permitted
- (n) to exclude the public and press in accordance with the Access to Information Procedure Rules;
- (o) to not hear further a member named under Rule 18.2 or to exclude them from the meeting under Rule 18.3; and
- (p) to give consent of the Council where its consent is required by this Constitution.

12. Rules of Debate

12.1 No Speeches after motion proposed

No speeches may be made after the mover has moved a proposal and explained the purpose of it

12.2 Right to Require Motion in Writing

Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.

12.3 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes without the consent of the chairman save for non-executive Council Committees and Sub-Committees (including the Audit, Standards and Scrutiny Committees) where

the time allowed for speeches and/or questions shall be at the discretion of the Chairperson (as a guide around 10 minutes per member)

12.5 **When a Member may Speak Again**

A member who has spoken on a motion 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);
- (d) in exercise of a right of reply;
- (e) on a point of order; and/or
- (f) by way of personal explanation
- (g) with the consent of the Chair, whose decision shall be final.

12.6 **Amendments to Motions**

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add wordsas long as the effect of (ii) to (iv) is not to negate the motion.
- (b) 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.

- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) 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.
- (e) After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- (f) No amendments may be made to a motion submitted under Rule 10.4 the purpose of which is to admit any person as an honorary freeman or honorary freewoman other than the person named in a Motion on Notice submitted under that rule.

12.7 Alteration of Motion

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

12.8 Withdrawal of Motion

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

12.9 Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right to reply to the debate on his or her amendment.

12.10 Motions which may be Moved during Debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Procedure Rules; and
- (h) to not hear further a member named under Rule 18.2 or to exclude them from the meeting under Rule 18.3

12.11 Closure Motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;

- (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is approved and the Chair thinks the item has been sufficiently discussed, he or she 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 approved and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is passed and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

12.12 Point of Order

A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. It is not concerned with the arguments or principles or correctness or incorrectness of statements made in the course of debate. The member must indicate the rule of law and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final. If the member fails to specify the rule or procedural rule that is breached, the Chair shall refuse to consider the point of order.

12.13 Personal Explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

13. Previous Decisions and Motions

13.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 2 members.

13.2 Motion Similar to one Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 2 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

14. Voting

14.1 Majority

Unless otherwise determined by statute, any matter will be decided by a simple majority of those members present and voting at the time the question was put.

14.2 Chair's Casting Vote

If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

14.3 Show of Hands

Unless a ballot or recorded vote is demanded under Rules 14.4 and 14.5, the Chair will take vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

14.4 Ballots

The vote will take place by ballot if a simple majority of members present at the meeting demand it. The Chair will announce the numerical result of the ballot immediately the result is known.

14.5 Recorded Vote

If one-sixth of the members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

14.6 Right to Require Individual Vote to be Recorded

(Mandatory provision under the Local Authorities (Standing Orders) (Wales) Regulations 2006)

Where, immediately after a vote is taken at a meeting, any member so requires, there must be recorded in the minutes of the proceedings of that meeting whether that person cast a vote for the question or against the question or whether that person abstained from voting. In this paragraph, a meeting means of the Council, a committee or sub-committee of the Council or a relevant joint committee or sub-committee of such a committee.

14.7 Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

14.8 Promote or Oppose Private Bills in Parliament

Any decision to promote or oppose a private bill in Parliament or in the National Assembly for Wales must be made in accordance with Sections 52 and 53 of the Local Government (Democracy) (Wales) Act 2013.

15. Minutes

15.1 Approving Minutes

The only part of the minutes that can be discussed is their accuracy.

15.2 Signing Minutes – Extraordinary Meetings

(Mandatory provision under the Local Authorities (Standing Orders) (Wales) Regulations 2006)

Where in relation to any meeting, the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, the next following meeting of the Council (being a meeting called otherwise than under that paragraph) must be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of that Schedule.

16. Record of Attendance

Members will be regarded as present at a meeting where they attend that meeting either physically at the place specified on the meeting summons or remotely, by means of video conferencing software which enables persons who are not in the same place to speak to and be heard by each other and to see and be seen by each other.

All Members present during the whole or part of a physical meeting must accurately record their attendance on the record of attendance provided for that purpose.

Any Members attending the meeting remotely will have their attendance recorded electronically via the meeting software, and must leave the meeting if they will not be present for any extended period of time during the meeting.

17. Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution or Rule 19 (Disturbance by Public).

18. Members' Conduct

18.1 Chair Standing

When the Chair stands during a debate, any member speaking at the time must stop. The meeting must be silent.

18.2 Member Not to be Heard Further

If a member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may direct that the member be not heard further.

18.3 Member to Leave the Meeting

If the Member continues to behave improperly, the Chair may direct either the member leaves the meeting or that the meeting is adjourned for a specified period or their removal from the online platform by which they are accessing the meeting from another location.

18.4 General Disturbance

If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

19. Disturbance by Public

19.1 Removal of Member of the Public

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room or their removal from the online platform by which they are accessing the meeting from another location.

19.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared or their removal from the online platform by which they are accessing the meeting from another location.

20. Other Rules

20.1 Welsh Language

In all proceedings of the Council, the Welsh Language and English language shall have the same status and validity, with appropriate advance notification being required for simultaneous translation

facility requirements.

20.2 Recording of Proceedings

- (a) The recording and webcasting of Council meetings shall be made by the Council (via placement on the Council's Website), in accordance with the Webcasting/Recording Protocol (set out at Appendix 1 of these Council Procedure Rules).
- (b) Ordinary meetings of the Council will be broadcast live electrically on the Council's website so that members of the public not in attendance at the meeting can see and hear the proceedings. Copies of the meeting will be available after the meeting.
- (c) Other filming, recording and use of social media is permitted during Council meetings, provided that:
 - (i) The recording or transmission must create no disturbance, disruption or distraction to the good order and conduct of the meeting;
 - (ii) Notice has been given (on the meeting agenda) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;
 - (iii) Any recording must be overt, not covert;
 - (iv) There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;
 - (v) The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules;
 - (vi) The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.

20.3 Petitions

Any public petitions must be delivered by the organisers, or any members, to the relevant Directorate; delivery of same must not take place during the actual meeting of the Council, or a Committee

unless in accordance with the Petition Procedure Rules.

20.4 Interpretation of Council Rules

The ruling of the Chair as to the construction or application of any of the Council rules, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.

20.5 Register of Attendance

An attendance sheet, register or roll call shall be provided or undertaken by the Head of Democratic Services at every meeting on which each Member present at the meeting shall enter her/his name. A Member's Interests sheet or register shall be provided by the Head of Democratic Services at every meeting on which each Member present at the meeting shall enter all declarable interests relevant to the business to be conducted at that meeting.

Where a member is to leave a meeting any point before the last item is considered, they shall notify the Head of Democratic Services who will ensure that it is then recorded in any register of attendance or minutes.

20.6 Use of Mobile Phones

Members should refrain from using mobile phones in any meeting of Council but where mobile phones are being utilised member should consider stepping out from any meeting whilst such phones are being used save unless they are using their mobile phone to access the meeting.

20.7 No Smoking

Members should refrain from smoking or using E-Cigarettes during Council meetings.

21. Suspension and Amendment of Council Procedure Rules

21.1 Suspension

All of these Council Rules of Procedure except Rule 14.6 and 15.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are

present. Suspension can only be for the duration of the meeting.

21.2 Amendment

Any motion to add to vary or revoke these Council Rules of Procedure will, when proposed stand adjourned without discussion to the next ordinary meeting of the Council.

22. Public Speaking at Planning Committee Meetings

Members of the public attending Planning Committee meetings shall be entitled to address the Committee in accordance with the Council's Protocol for speaking at meetings of its Planning Committee.

23. Application to Committees and Sub-committees

Rules 4 to 21 inclusive apply to the meetings and non-executive Council Committees and Sub-Committees (including the Audit, Standards and Scrutiny Committees).

Rules 16 to 20 inclusive also apply to meetings of the Cabinet and Cabinet Committees.

24. Remote Attendance

When so determined by the Council the Remote Attendance annexed at Appendix 1 to these Rules may be implemented and subsequently cancelled by the agreement of the Chief Executive, Head of Democratic Services and Monitoring Officer and any conflict between these Rules and the Remote Provisions shall see the Remote Rules take priority.

Appendix 1

1. The Chair will first introduce them self and their Vice Chairman and will confirm the meeting, the date and time and the business to be considered
2. The Chair will ask all persons participating in the meeting to mute their microphones while other people are speaking, and only turn on their microphones when they need or wish to speak. Members and the Chair will be expected to use the ‘Chat” facility available to indicate whether they wish to speak or raise any particular issue and the Chair will monitor this throughout the meeting.
3. From the list prepared by Democratic Services, the Chair will conduct an alphabetical roll call of those present, in the following order:
 - (i) The Committee
 - (ii) Other Members
 - (iii) Council officers present
 - (iv) Any statutory bodies present
 - (v) All other interested parties
4. The Chair will also confirm that there is a quorum and that the meeting can therefore proceed.
5. The Chair will remind those Members present of the Procedural Rules and this protocol and of the guidance note issued to Members regarding remote attendance.
6. The Chair will ask Members for declarations of interest (alphabetically) and Members shall indicate verbally whether they have any interests to declare. Where Members do have a personal/prejudicial interest, the Democratic Services Officer will send the Member the appropriate form following the meeting for the Member to complete and then return to Democratic Services.
Members should ensure they take advice on any possibility of a personal/prejudicial interest from the Head of Legal and Democratic Services prior to the meeting.

7. The Chair will proceed to work through the business in the Agenda in the order listed in the papers.
8. Where applicable, the Chair will then ask any interested party/parties to address the Committee with any representations they wish to make. After they have made their representations the Chair will confirm whether they have anything else they wish to add.
9. The Chair will confirm that Committee Members have read the item of business being considered
10. The Chair will ask the presenting officer whether there is anything they wish to add to the report.
11. The Chair will then go to the questions that Members wish to raise.
12. Once all Committee Members have addressed the meeting, any other Members will be invited to ask any questions they may have.
13. The Chair will then ask Committee Members, other Members, and officers present (including statutory body representatives) whether they have any questions.
14. The Chair will read the recommendation that Members will be asked to vote on.
15. The Chair will ask for a member to propose the motion.
16. A member will then propose the motion and the motion will be seconded.
17. The Chair will ask members whether there are any members who wish to object to the recommendation, providing a suitable delay to allow members to respond accordingly – they may do so either by relaying the objection verbally, using the hand raise functions on or utilising the chat facility
18. The Chair will ask members whether there are any members who wish to abstain on the recommendation, providing a suitable delay

to allow members to respond accordingly – they may do so either by relaying the objection verbally, using the hand raise functions or utilising the chat facility.

19. Following this, it will be assumed that any members who have not indicated to the contrary will be deemed to be in favour of the recommendation.
20. The Chair will then confirm whether the recommendation has been approved or not.
21. In the event that the Chair is unable to confirm that all members were capable of being heard or they deem a roll call to be necessary to ensure the democratic process is complied with, the Chair shall be entitled to undertake a roll call of all members to confirm their vote.
22. Where the Chief Executive, Head of Democratic Services or Monitoring Officer are of the opinion that members have not had the ability to be heard, they will advise the Chair that a roll call of all members to confirm their vote should be held, the final discretion as to whether to hold such a roll call will remain at the discretion of the Chair.
23. For the avoidance of doubt this revised protocol would not apply to meetings of the Licensing or Planning Committees (or any sub committees) because of a need to address additional matters as part of decision making processes in those meetings (i.e. the need to establish that a Member has heard all elements of the debate before a decision is reached).
24. It should be noted that Members will also be able to call for a recorded vote as per the requirements of the Council's Constitution.
25. The Democratic Services Officer will confirm the outcome of the vote.
26. The Chair will then move on to the next item.

Where matters are private/exempt the Chair will confirm the reason for considering the matter in private and ask for a proposer and seconder to go into private session. The Chair will ask if there are any objections to this by any member, who shall state what their objection is. If no objection is raised the Chair will indicate, unless there is any further objection, that the motion to go into private session is carried.

27. The Chair will confirm once all matters have been considered and will confirm the close of the meeting.

28. Following the meeting a copy of the recording of the meeting (excluding any exempt or confidential items) will be uploaded to the Council's website and Youtube Channel for public access. Participating in a meeting is deemed consent to such recordings being taken and uploaded. Where so required by legislation, such meetings will also be live streamed and the principles of this paragraph 28 shall apply to such arrangements.