

Revised Standing Orders - Summary of changes

There will be a general re-write of Standing Orders. Mainly, this will be simply to put them in a more logical order and in some cases to clarify without change the meaning or intent. However, there are some areas where substantive changes are proposed. These are listed below.

General

	Issue	Previous SOs	New Standing Orders (SOs)
1	Interpretation and Definitions	N/A	Make it clear that the Chair's ruling is final in meetings, and the Monitoring Officer's ruling is final in between meetings. Also provide clarity on definitions, and references to other parts of the constitution that may be relevant
2	General Conduct at meetings	N/A	Sets out expectations of behaviour at meetings – e.g. respect for Chair's ruling, adherence to Code of Conduct, general expectation of good conduct, no personal attacks, gives chair right to request apology in the meeting for personal attacks / poor behaviour. Also sets out expectations applicable to the Chair, e.g. respect, impartiality.
3	Principles of Decision Making	N/A	Sets out general principles saying all decisions should be: <ul style="list-style-type: none">• Proportionate (including financially)• Based on appropriate consultation and professional officer advice• In line with our duties around Human Rights and Equality and Diversity• Clear in terms of aims and outcomes• Reasonable• Made with all relevant information published and available to councillors and the public

Full Council

	Issue	Previous SOs	New Standing Orders (SOs)
4	Changes to calendar of FC meetings	N/A	Allows minor changes, e.g. to start times, to be approved by the Chairman
5	Chairman's ruling	Ruling of Chairman is final	Adds that Chairman may be asked to explain or reconsider rulings (but that once this has been done, the ruling cannot be further challenged)

6	Minutes	To be considered for accuracy only	This SO is emphasised and made clearer
7	Questions on Cabinet or committee Reports	A specific SO gave the right to members to ask questions, with notice, of any Cabinet member or Committee Chair	Replaced with a more general SO that allows members to ask questions on any report on the agenda, with notice if practicable
8	Urgent Business	N/A	An SO to allow Urgent business on a Full Council agenda, on the same lines as Urgent Business at any other committee.
9	Question Time	N/A	Bring Question Time into the formal Full Council meeting. This will help formalise and manage the process. Some revised rules for QT are proposed: <ul style="list-style-type: none"> • Bring forward deadline for Questions to 8 clear working days. This means Qs can be sent out with the agenda. • Create a provision for "Urgent" questions in exceptional circumstances, with the approval of the Chairman • If the questioner is not present, the question does not get asked, but a written answer is provided • One supplementary question by original questioner, no further supplementaries • Time limited answers – 5 minutes.
10	NOMs – submission	Currently 1 week before meeting or 3 days if related to an item on the agenda	Bring forward deadline by two days to allow accepted NOMs to be included with the agenda when it's sent out.
11	NOMs which can't be moved 2	N/A	New SO that makes clear the existing prohibition on NoMs that would require the council to act beyond its powers, illegally or in breach of its own constitution.
12	NOMs - withdrawal	N/A	Include a provision to allow for the mover of a motion to withdraw it before or at a meeting.
13	Speaking on motions	No member to speak more than once on each motion	To provide clarification that a member may speak on an amendment to a motion as well as the motion itself, and on points of order, procedural motions (move to the vote etc)

14	Time limit on motions	N/A	30 minutes maximum time limit to debate a motion, and an overall limit of 90 minutes allowed for motions in a meeting. (Chairman may extend if necessary). This proposal to be trialled for 6 months.
15	Friendly Amendment	N/A	Allows the mover of a motion to accept an amendment without debate or vote

Cabinet

Changes in line with Full Council rules in relation to approval of minutes, Chairman's ruling.

16	Speaking at Cabinet	Leader and Deputy of largest opposition group may speak Other non-Cabinet members may not speak unless permission given by Cabinet.	Leader and Deputy of largest opposition group may speak. Lead Members may speak (but not vote) if deputising for a Cabinet Member. Other non-Cabinet members may not speak.
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Overview and Scrutiny

17	Call in procedure	N/A	Current guidance on Call In to be incorporated into SOs rather than exist as standalone document
18	Call In – reasons	Not in SOs, but current procedure requests reasons to be given for Call In, but does not specify what those reasons might be	New SO to make clear that a Call In request must specify which of the Principles for Decision Making have been breached by the decision maker. This proposal to be trialled for 6 months.

Committees

Changes in line with Full Council rules in relation to approval of minutes, Chairman's ruling. Other matters subject to further consideration.