

## **PART 8**

# **PROCEDURAL MATTERS**

## 8. **Procedural Matters**

8.1 The City Council operates a number of procedures, which, whilst not forming part of the formal Constitution, support and enable its operation. These are listed below:-

### 8.2 **Council Meetings – Pre-Meetings and Briefings**

8.2.1 Agenda conferences for ordinary Council meetings will be held. These meetings will involve the Leader and Deputy Leader of the Council, the Leader and Deputy Leader of the Main Opposition Group the Lord Mayor and the Leaders of the other Opposition Groups.

### 8.3 **Government Consultation Papers**

8.3.1 Responses to Government Consultation papers will be considered by Scrutiny (where such consideration is practicable within the timescale of the relevant consultation), Cabinet and by full Council in that order unless the Chief Executive determines that they relate to a “technical” issue.

8.3.2 Where the Chief Executive determines that a consultation paper relates to a "technical" issue, all Group Leaders on the Council shall be consulted. If any Group Leader disagrees, the Consultation paper will go through the normal process for consultations. If Group Leaders agree the paper is "technical", responses to them will be delegated to the appropriate Director, in consultation with the relevant Cabinet Member, Shadow Cabinet Member and other Group Leaders. Where practicable within the timescale of the relevant consultation, details will then be sent to all Councillors informing them of the proposed response to the consultation, asking if they wish to make any comments. The appropriate Director and relevant Cabinet Member and Shadow Cabinet Member will then consider any such documents received before submitting the response.

### 8.4 **Honorary Aldermen**

8.4.1 The City Council, at their meeting on 19<sup>th</sup> May, 2011 gave approval for a protocol for the enrolment of Honorary Aldermen. That protocol is attached at Appendix 1 to this part.

### 8.5 **Performance Monitoring Reports**

8.5.1 The appropriate Scrutiny Board will be invited to attend meetings of Cabinet Members when performance monitoring reports are considered (with the exception of Modernisation and Improvement Plan issues where separate arrangements are identified).

### 8.6 **Outside Bodies – Annual Reports to Scrutiny**

8.6.1 Where the Council nominates more than one representative to an Outside Body, a Lead Member will be nominated to be responsible for co-ordinating a report to the Scrutiny Co-ordination Committee following the annual meeting of the body on the work of the Organisation, the benefits to the City Council of continuing its membership and the added value that the City Council's representatives bring to the Organisation. Where only one representative is appointed then she/he will be the Lead Member. If an organisation does not have an annual meeting, then the Council's Lead Member will report in the third quarter of the year so that the Council can consider the benefits of retaining its representation.

The Scrutiny Co-ordination Committee will decide, at the start of each Municipal Year, which outside bodies it wishes to receive reports on.

## **8.7 Annual Meeting of the City Council**

8.7.1 If it became clear either before the Annual Meeting or on the day itself that there are areas of contention, then the fall back position will be to adjourn the Annual Meeting following the appointment of the Lord Mayor/Deputy Lord Mayor and reconvene to a future date provided that it complies with the timescale referred to at 4.1.1.

## **8.8 Procedure for dealing with written questions of Council Meetings:**

8.8.1 The deadline for receiving written questions is 9.00 am on the Monday, a week before the Council Meeting on the Tuesday. As soon as any question is received, it will be forwarded to the appropriate Cabinet Member, Chair or other Councillor and Director.

8.8.2 The Cabinet Member, Chair or other Councillor will arrange for a written response to be prepared, which must be with him/her by 5.00 pm on the Friday before Council.

8.8.3 The Cabinet Member, Chair or other Councillor will then have up until 4.00 pm on the Monday the day before Council to check the responses before it needs to be e-mailed to the appropriate Governance Services Officer.

8.8.4 The Governance Services Officer will then send the responses to all Councillors by 5.00 pm on the Monday.

8.8.5 Copies of all the responses will be circulated at the Council meeting.

## **8.9 Procedure for dealing with "If Necessary" Council meetings**

8.9.1 Where there is no formal Council Business to consider and approve (i.e. Recommendations or items for consideration) the Council Meetings identified as "If Necessary" in the Municipal Calendar may be cancelled, but only following consultation with the Lord Mayor and the Leader of the Council.

## **Revised Protocol for conferring the title of Honorary Alderman or Alderwoman**

### **1. Procedure**

- a) The title of Honorary Alderman/woman will only be conferred and entered into the Roll of Aldermen/women in accordance with the Council's agreed Protocol.
- b) Any name put forward must be proposed in writing by a serving Member of the Council and seconded in writing by at least one other serving Member of the Council. Nominations must be submitted to both the Chief Executive and the Lord Mayor.
- c) Nominations will be considered and the title of Honorary Alderman or Alderwoman will be conferred at a specially convened meeting of the Council. The title will be conferred by a resolution passed by not less than two thirds of members present and voting.
- d) Nominations may, in addition to this, be considered at a prior ordinary Council meeting, and the nomination approved in principle by a resolution comprising a majority vote. If nominations are considered at an ordinary meeting, it is proposed that the specially convened meeting may be held immediately after this ordinary meeting or at a future meeting, subject to the appropriate notice of the special meeting having been given

### **2. Qualifications Required for Enrolment**

- a) The Council may, in accordance with Section 249 of the Local Government Act 1972, and the provisions of this Protocol, confer the title of "Honorary Alderman" or "Honorary Alderwoman".
- b) An Honorary Alderman/Alderwoman shall enjoy only those rights or privileges conferred by Section 249 of the Act and this Protocol.
- c) The Director of Customer and Workforce Services shall keep a roll to be called "The Roll of Honorary Aldermen/Alderwomen" of those who have had this title conferred on them.
- d) A person shall be deemed eligible to be enrolled as an Honorary Alderman/Alderwoman provided that the person meets the following requirements:
  - is not a serving Member of the Council
  - has served as a Member of the Council for at least 15 years in total (continuously or non-continuously)
  - has given eminent service to the Council during that period.

### **3. Method of Enrolment**

- a) No person who has the above qualifications shall be enrolled automatically as an Honorary Alderman/Alderwoman but only in accordance with the procedure set out above.
- b) Formal conferring of the title of Honorary Aldermen/Alderwomen shall be by a resolution of the Council passed by not less than two thirds of the Members present and voting thereon at a meeting of the Council specially convened for the purpose with notice of the object.

### **4. Withdrawal of Title**

- a) The Council may withdraw the title of Honorary Alderman/Alderwoman and the attached rights and privileges. Such withdrawal of the title shall be by way of

formal motion to a meeting of the full Council, (the summons to which contains special notice that such withdrawal is proposed and the reason therefore) and subsequent resolution of the Council passed by not less than two thirds of the Members present and voting thereon at the meeting of the Council.

## **5. Privileges**

An Honorary Alderman/Alderwoman shall be entitled to the following rights and privileges:

- To enjoy the courtesy title of Honorary Alderman or Alderwoman and to be so addressed.
- To provide a badge or emblem to Honorary Aldermen/Alderwomen, and to wear such badge or emblem on civic occasions.
- To receive a copy of each Council summons and a copy of the Members' Handbook and to be included within the Members' Handbook.
- To receive a framed certificate to commemorate their appointment.
- To enter their name into "The Roll of Honorary Aldermen/Alderwomen".
- To receive invitations to civic and social events to which Members of the Council are invited as determined by the Lord Mayor.
- To walk in civic procession in a position immediately behind serving Members.
- To enjoy such other privileges as the Council may confer upon them from time to time.