

Standard Format for Council Agenda

A. Extract from Constitution:

2 ORDINARY MEETINGS

2.2 Prior to the transaction of business

Prior to the start of each Ordinary meeting proper there will:

a) be held a briefing session for Council Members for 30 minutes before the start of the Ordinary meeting, to emphasise the focus on Council, and to enable all Members to receive important training or briefings at the same time without the need for additional journeys to the Council Offices;

a separate period of time as "Topical Issues", prior to the transaction of the business of the meeting addressed in the summons to the meeting, to allow an open session for Members to question, debate, and gauge the opinion of Council which may cover issues of importance, the outcome of which could be formal matters of business through Officer reports or Motions to the Executive, Scrutiny or back to Council at a later date, this to take the form of:

(i) 10 minutes to be reserved for the event;

(ii) Members to each have one minute to speak on any issue of topical interest;

(iii) Democratic Services to be informed of the desire to speak, and the topic on which the Member wishes to speak by 4.30 pm on the day of meeting; and

(iv) the Chairman will exercise discretion in:

(1) requiring the combination of similar topics, so that fewer Members speak on the issue; and

(2) rejecting requests to speak which he or she does not consider to be a topical issue (such as matters which are better put as a Motion or question to Council or the Executive).

2.3 Business of the Meeting

Ordinary meetings will:

a) elect a person to preside if the Chairman or Vice Chairman is not present;

b) approve the minutes of the last meeting;

c) receive any declarations of interest from Members;

d) receive any announcements from the Chairman, Leader, Members of the Executive or the Head of Paid Service;

- e) receive questions from, and provide answers to, the public in relation to matters which, in the opinion of the person presiding at the meeting, are relevant to the business of the meeting and to receive petitions from the public;
- f) receive petitions from the public;
- g) deal with any outstanding business relating to the last Council meeting;
- h) in respect of appointments to each Committee and outside body, where appointment to those bodies is the responsibility of full Council:
 - i) receive notice of any Councillor or other appointee who has ceased, or is to cease, to serve on a Committee or outside body;
 - ii) receive nominations of any Councillors to serve on a Committee or outside body; and
 - iii) make appointment(s) to that Committee or outside body, which shall take effect from the date of the Council meeting;
- i) receive reports from the Executive and the Council's Committees and receive questions and answers on any of those reports;
- j) where relevant, receive reports from the Executive Members concerning their Portfolios and, as they may desire, the Chairmen of Council Committees or Commissions, and to receive questions and answers on any of those reports;
- k) receive reports about, and receive questions and answers on, the business of joint arrangements and external organisations;
- l) consider Motions; and
- m) consider any other business of the authority specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's Budget and Policy Framework, and reports of the Scrutiny Commission and Panels for debate.
- n) At the determination of the Chairman (or person presiding at the meeting), consider any other business specified in the summons to the meeting relating to planned topics for debate at the Council meeting, including those topics:
 - i) arisen from the Political Group Leaders in consultation with their Groups;
 - ii) arisen from Community Forums; and
 - iii) those topics associated with contributions (speakers) from representatives on key outside bodies.

B. Example agenda:**Agenda**

- 1) Topical Issues.
(Ten minutes have been reserved for this item).
- 2) To receive the Minutes of the meeting of Council held on ...
- 3) To receive Declaration of Members' Interests.
- 4) Chairman's Announcements.
- 5) To answer written questions or receive petitions submitted by the public.
- 6) To receive the report of the Leader
- 7a) To receive any recommendations from the Executive
- 7b) To receive the Minutes of the Executive Meeting held on ...
- 8a) To receive the report of the Chairman of the Scrutiny Commission
- 8b) To receive the Minutes of the Scrutiny Commission held on ...
- 8c) To receive the Minutes of the Community Leadership Scrutiny Panel held on ...
- 9) To receive the Minutes of the Planning Committee Meetings held on ...
- 10) To receive the Minutes of the Regulatory Committee Meeting held on ...
- 11) To receive the Minutes of Constitutional Review Committee meeting held on ...
- 12) To authorise action taken on the sealing of the following documents:
- 13) To consider Officers' reports on ...
- 14) To consider any urgent matters (to be decided by the Chairman)