

Table 1. Key Amendments to the Council Procedure Rules

	Rule	Waverley	Guildford	Proposed	Comments
1	Introduction	Currently the WBC's constitution does not include an introduction to the CPRs	Currently the GBC's constitution does not include an introduction to the CPRs	Introduction that covers (1) interpretation, (2) General rules, including (a) alterations, changes (by Monitoring Officer) and recommendations from the Group/Committee (with responsibility for constitution amendments), (b) relevant legislation, (c) designated officers and (d) personal data. (3) Notices and (4) Person Presiding Decision Final	Provides an overview, background, and introduction to the CPRs which neither council currently has.
2	Annual meeting of the Council	To elect a Mayor and a Deputy Mayor, minutes, apologies, announcements from the Mayor & or JCE, AOB on summons, establish committees, elect committee chairs and vice chairs, including O&S. In a year where there is an ordinary election to elect a Leader.	To elect a Mayor and a Deputy Mayor, apologies, minutes, announcements from the Mayor, AOB & summons. Separate meetings to: (a) Mayor making meeting to elect a Mayor and a Deputy Mayor, apologies, minutes announcements from the Mayor, AOB on summons, and (b) Selection Meeting to establish committees, elect committee chairs and vice chairs, including O&S. In a year where there is an ordinary election to elect a Leader.	Also now includes: announcements from the Mayor, Head of Paid Service, Chief Finance Officer and/or Monitoring Officer; Give a vote of thanks to the retiring Mayor; Receive a report from the Leader as and when required, on the appointment of the Deputy Leader on the Deputy Leader, Executive Members, Joint Executive Arrangements and the Executive Scheme of Delegations; In an election year, receive	Covers many of the clauses in GBC rules and those that are not covered by Waverley. It will also allow more flexibility at the Annual meeting for both councils.

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				the report of the Returning Officer; -Adopt the Council's Constitution and agree the Scheme of Officer Delegations, other than those relating to Executive functions; Appointment of Co-opted Members	
3	Ordinary Council meetings	No Change other than including announcements from Monitoring Officer or S151 Officer	No Change other than including announcements from Head of Paid Service, Monitoring Officer or S151 Officer	Covers the same clause as WBC Will include announcements from Head of Paid Service, Monitoring Officer or S151 Officer	Easily adoptable
4	Extraordinary meetings of Council	Council business is confined to a single item	To consider the business for which the extraordinary meeting has been called.	The only items of business which will be considered at extraordinary meetings of the Council will be the items for which the meeting has been called.	Align the rules and allows WBC greater flexibility
5	Special Meetings of Council	The WBC constitution does not include special meeting arrangements in the CPRs	The GBC constitution does not include special meeting arrangements in the CPRs	A Special Meeting of the Council is one that is required by statute or by the Council and shall only consider a single substantive item of business.	This allows both councils the flexibility to hold special meetings or a single item, and is in line with other councils
6	Place Date and Time of Council and Committee Meetings	The time and place of meetings will be determined by the Executive Head of Legal and Democratic	Time and place of Council meetings determined by Council in current CPRs	An annual calendar of meetings for both councils is agreed by the Monitoring Officer, in consultation with relevant Group Leaders and	New CPRs reflect current delegations at both councils for MO to approve calendar of meetings

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		Services and notified in the summons.		will detail the dates, time and location of all meetings.	
7	Notice of and summons to Meetings	The Executive Head of Legal and Democratic Services will give notice to the public of the time and place of any meeting in accordance with the Local Government Act 1972 and the Access to Information Rules.	The Joint Chief Executive will give notice to the public of the time and place of any Council meeting in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution. Where the meeting has been called by councillors, the notice shall specify the business to be transacted.	The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules	Is less rigid and gives greater flexibility to both councils.
8	Chair of Council meeting	The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to committee and sub-committee meetings references to the Mayor also include the Chair of committees and sub-committees.	At a meeting of the Council, the Mayor, if present, shall preside. If the Mayor is absent from a meeting of the Council, the Deputy Mayor, if present, shall preside. If both the Mayor and Deputy Mayor are absent from a meeting of the Council, then the Joint Chief Executive or another officer representing him or her shall initially preside, and the first business of the meeting shall be to elect a councillor to take the chair and to preside over the rest of the meeting.	The person presiding at the meeting may exercise any power or duty of the Mayor. If it is necessary to choose a member of the Council (who cannot be a member of the Executive) to preside in the absence of the Mayor and the Deputy Mayor, the Monitoring Officer or their representative will preside and call for a motion that a Member of the Council take the Chair.	The wording and the procedure have been rephrased to offer greater clarity.
9	Quorum	One-quarter, adjourned standing time of 10 mins	One-quarter, adjourned standing time of 30 mins	One-quarter, (minimum of 3 members for committees) adjourned standing time of 15 mins	This is mostly unchanged except for the adjourned standing time which

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					has been amended to 15 mins
10	Duration of Meetings	Meetings of the Council should normally finish by 10.00 pm but, at a convenient time before then, the Chair shall put to the meeting the options of: agreeing to a half hour extension to 10.30 pm, at which time the meeting shall stand adjourned; or continuing the meeting until the Council or committee has concluded its consideration of the agenda; or adjourning the meeting. No business other than that set out in the agenda shall be discussed at any adjourned meeting	Unless otherwise decided by a majority of councillors present and voting at the meeting, all meetings shall finish by no later than 10.30pm. Any outstanding items not completed by the end of the meeting shall be adjourned to a reconvened meeting or the next ordinary meeting of the Council.	Where any meeting of the Council, a committee or sub-committee, has lasted 3 hours, immediately after a member has spoken the person presiding shall, without discussion, take a vote on whether the meeting should continue following completion of the item of business under consideration at the time. If the majority of Members present vote to continue the meeting, then a further vote on whether to continue the meeting will take place on a half hourly basis thereafter.	This allows more flexibility based on the start time of the meeting. It also makes provision for a further vote every half hour thereafter.
11	Questions and Engagement by the public	Informal and formal questions. Written submission 4 working days in advance of meeting. Public Speaking and the Petition Scheme are separate and will be reviewed individually as part of the constitutions review.	Formal questions and statements. Written submissions 3 working days in advance. Public Speaking rules and the Petition Scheme are separate and will be reviewed individually as part of the constitutions review.	To eliminate informal questions and now focuses on formal questions and statements. To align both and allow 4 working days for written submissions. To allow 30 mins for questions and statements.	This approach has combined the Guildford and Waverley approaches and used best practice to align both constitutions.
12	Questions by Members	Written submission 4 working days in advance. Responding to questions and orally and in writing.	Written submission 3 working days in advance, provisions for spontaneous questions.	The proposal brings inline the notice and scope of questions by members to 4 working days and provides more formal guidance	Provides clarity and combines and aligns the current Guildford and Waverley procedure rules.

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				regarding timings, responding to questions and questions without notice. To introduce an overall time limit of 30 mins for written questions from Members.	
13	Motions on Notice	Except for motions which can be moved without notice under Rule 13, written notice of every motion must be delivered to the Executive Head of Legal and Democratic Services at least seven clear working days before the date of the meeting.	Except for motions which can be moved without notice under Procedure Rule 12, written notice of every motion shall be delivered to the Democratic Services and Elections Manager not later than 12 noon on the seventh working day before the date of the meeting at which the motion is intended to be moved.	Notifying the Monitoring Officer instead of the DSE Manager no later than noon on the seventh working day before the date of the meeting.	The rules and have been reworded for clarity. The numbering amended to correspond with the new amendments.
14	Motions without Notice	Motions that may be moved without notice	Motions that may be moved without notice	Most of the rules for Motions without Notice remain unchanged, except for instead of beyond 10pm or 10.30pm, it now states that meetings can continue beyond the 3-hour duration.	The rules have been reworded for clarity.
15	Rules of Debate for Council	No speeches until motion seconded. Right to require motion in writing, Secunder's speech, Content of speeches, length of speeches.	Secunder's Speech, Content and Length of Speeches, when a Councillor May Speak Again, Amendments to Motions, Alteration of Motions and Amendments.	The new CPR remains largely the same with a few differences i.e. Before moving the motion, the proposer will take any questions on the motion from Members, seeking	This aims to simplify and streamline meetings.

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				<p>clarification about any aspect of the motion. No speech by the proposer of a motion (but not an amendment) shall exceed 6 minutes, when proposing the motion. All other speeches in a debate shall not exceed 4 minutes. This rule is subject to the consent of the meeting to extend time for speeches.</p>	
16	<p>Motions to rescind or Amend a Previous Decision</p>	<p>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 15 councillors. 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 15 councillors. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months, provided that this Procedure</p>	<p>No motion or amendment to rescind a decision made at a meeting of the Council within the past six months and no motion or amendment in similar terms to one which has been rejected at a meeting of the Council in the past six months can be moved unless the notice of motion is supported in writing by at least ten councillors. When any such motion or amendment has been dealt with by the Council, it shall not be open to any councillor to propose a similar motion or amendment within a further period of six months. This Procedure Rule shall not apply to motions. (a) moved in pursuance of a recommendation of the</p>	<p>The proposed option proposes that this number is 12 members of the council or advice has been given by one of the Council’s statutory officers that the matter should be reconsidered. The exceptions clause is new and adds clarity.</p>	<p>Provides clarity and combines and aligns the current Guildford and Waverley procedure rules.</p>

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		Rule shall not apply to any matter coming before the Council as a result of a recommendation of a Committee or the Executive.	Leader/Executive or a committee; (b) to carry out any statutory duty of the Council which, in the opinion of the Mayor, is of an urgent nature.		
17	Voting	Majority, Mayor's casting vote, Show of hands, Recorded vote, Right to require individual vote to be recorded, Voting on appointments and Electronic Voting	Majority, Casting vote, show of hands, Recorded vote, Voting on appointments, result of votes.	There has been no significant changes here, only to align the number of members required to request a recorded vote, to 5.	Provides clarity and combines and aligns the current Guildford and Waverley procedure rules.
18	Council Officers	N/A	N/A	This is a new rule	This is a new rule and adds clarity and guidance for officers attending council meetings.
19	Representatives on Outside Bodies	N/A	N/A	This is a new rule	This is a new rule and adds clarity and guidance for members who sit on outside bodies for reporting issues to council meetings.
20	Confidentiality of Papers	Confidential information – requirement to exclude public. The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential	Confidential information – requirement to exclude public. The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be	This rule is currently aligned for both councils and taken directly from the Local government Act 1972. Only some rewording for clarity, no significant changes.	Only some slight rewording for clarity, and providing some flexibility for the Mayor and the MO.

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		<p>information would be disclosed. Meaning of confidential information Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.</p>	<p>disclosed. Meaning of confidential information Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.</p>		
21	Minutes	<p>Signing the minutes, no requirement to sign minutes of previous meeting at extraordinary meeting, Form of Minutes, The Chair shall put the question that the minutes of the meeting of the Council, committee or sub-committee held on the ...day of be approved as a correct record.</p>	<p>(a) The minutes of every meeting of the Council shall be submitted to and signed at the next meeting of the Council (other than an extraordinary meeting). (b) The Mayor shall put the question that the minutes of the previous meeting of the Council be approved as a correct record. (c) No discussion shall take place upon the minutes, except upon their accuracy, and any questions of their accuracy shall be raised by motion. If no such question is raised or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the minutes.</p>	<p>No significant changes here other than defining the form of minutes for Executive meetings</p>	<p>Includes the clauses from Waverley and Guildford and cleans up the wording. It also makes it clear which body is responsible for agreeing accuracy.</p>

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			<p>(d) Where, in relation to any meeting of the Council, the next meeting for the purpose of signing the minutes is an extraordinary meeting, then the next ordinary meeting will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 to the Local Government Act 1972 relating to signing of minutes.</p> <p>(e) The minutes will contain all motions and amendments in the form and order in which the Mayor put them.</p>		
22	Status of Draft Records of Decisions and Minutes	N/A	N/A	This is a new rule	Adds clarify and guidance for dealing with the status of draft decisions.
23	Attendance and Conduct of Members	Record of attendance, Councillors' conduct, Speaking at the meeting, Mayor standing, Councillor not to be heard further, Councillor to leave the meeting and General disturbance	Record of attendance, Councillors' conduct, Addressing the Mayor, Mayor standing, Councillor not to be heard further, Councillor to leave the meeting, General disturbance, and Requirement for councillors with disclosable pecuniary interests to withdraw from meeting	There are no changes Provides further clarification on notice regarding electronic devices, filming and recording and speaking at council. Mayor Standing during debates and attendance at meetings.	Aligns the current rules and is a combination of both the Guildford and Waverley public attendance conduct rules.
24	Attendance and Conduct of the Public	Exclusion of the public, General disturbance, Disturbance by the public, Removal of member of the	Conduct of the Public (a) If a member of the public interrupts proceedings,	Provides further clarification on notice regarding filming, recording and data protection.	Is a combination of both the Guildford and Waverley current public

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		public and Clearance of part of meeting room.	(b) Where any meeting of the Council, is open to the public, any person shall, subject to paragraph (a) above, be permitted to attend for the purpose of reporting on the meeting and may use any communication method, (c) No oral reporting or oral commentary on a meeting as it takes place (d) Where the public have been excluded from a meeting in accordance with the Access to Information Procedure Rules, no person shall be permitted to report on the meeting using methods which can be used without that person's presence		attendance conduct rules.
25	Attendance by Members at Meetings of which they are not a member	(a) Any councillor who is not a member of a committee or sub-committee shall be entitled to attend any meeting of the Executive or that committee or sub- committee, but not to vote, but shall be entitled to speak on any specific item for up to four minutes. (b) Any councillor wishing to do this shall have to give notice specifying the item to the Executive Head of Legal and Democratic Services by	Attendance by Mover of Motion, Attendance of Councillors at Meetings, Leader of the Council	Some changes and now includes guidance on the Deputy Leader in the absence of the Leader, attending any meeting of a Committee and speaking on any item as of right. New guidance and clarification on Councillors observing committee meetings from the public gallery. The Waverley rules regarding 23.1 (a) and (b) speaking on items have been removed and members are	Provides clarity and guidance on members attending meetings of which they are not a member.

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		<p>noon on the day of the meeting if the meeting begins after 2pm or by 5pm on the previous working day if the meeting commences before 2pm. The Chair may waive this rule.</p> <p>(c) Councillors may seek the consent of the Chair to present documents or photographs in support of when they speak but should give the Executive Head of Legal and Democratic Services forty-eight hours' notice, but where this has not been possible the Executive Head of Legal and Democratic Services and Chair may waive the rule.</p> <p>In the case of Planning Committee meetings, where a councillor addresses the Committee on a matter affecting their ward, they shall have a right to speak again towards the end of the debate to clarify any matters.</p> <p>A protocol for attendance by Executive Portfolio Holders at Overview and Scrutiny Committees and for attendance by Chairmen of Overview and Scrutiny</p>		<p>encouraged to submit and raise questions under the new rule 12. Questions by members.</p>	

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		Committees at Executive meetings is included in Overview and Scrutiny Procedure Rules.			
26	No Confidence in the Chair of a Committee	There is currently no reference contained in the Waverley CPRs.	<p>At any meeting of a committee or sub-committee, a councillor who is a member of that committee or sub-committee may propose that “the meeting has no confidence in the chairman”.</p> <p>Following an affirmative vote of no confidence in the chairman, he or she shall not officiate at any subsequent meeting of the committee or sub-committee prior to the next meeting of the Council. At that meeting, the Council shall consider whether to confirm the vote of no confidence.</p>	Rewording for clarity, clear guidance on what takes place immediately after a vote of no confidence.	This provides greater clarity for officers and members on implementing these procedures at committee meetings.
27	The Leader of the Council	Whilst the CPRs make mention of electing a Leader of the Council in a year when there is an ordinary election of councillors (or at any other time when the office of the Leader becomes vacant), the CPR does not provide any specific protocol. Article 7: The Leader, the Deputy Leader and the Executive,	Election of the Leader of the Council Appointment of the Deputy Leader and lead councillors Article 6	Rewording for clarity with reference to the relevant Articles. New provision for 10 working days’ notice for a confidence motion and clarity regarding the order of the agenda in accordance with CPR 13.	This provides greater clarity for officers and members on implementing these procedures at council meetings.

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		provides further information on the election of the Leader.			
28	The Mayor	Nothing specific in the Waverley CPR. Article 5: Chairing the Council, provides further information on the Election of the Mayor and Deputy Mayor.	<p>(a) The Council shall elect a councillor to be Mayor on an annual basis.</p> <p>(b) The election of the Mayor shall be the first business transacted at the annual meeting of the Council</p> <p>(c) The Mayor shall, unless he or she resigns or becomes disqualified, continue in office until his or her successor becomes entitled to act as Mayor.</p> <p>(d) During his or her term of office, the Mayor shall continue to be a councillor notwithstanding the provisions of the Local Government Act 1972 relating to the retirement of councillors.</p> <p>(e) If, apart from paragraph (d) of this Rule, the person presiding at the commencement of the annual meeting would have ceased to be a councillor, he or she shall not be entitled to vote in the election of the Mayor except to give a casting vote in the case of an equality of votes.</p> <p>(f) In the case of an equality of votes, the person presiding at</p>	This is new to the Waverley CPRs and provides further clarity and guidance to Guildford's current rules. This provides provisions for the election and removal of the Mayor with guidance relating to consequences if a motion of no confidence in the Mayor is carried.	The new rules provide greater clarity and guidance for members and officers regarding the election, and removal of the Mayor.

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			the meeting shall give a casting vote in addition to any other vote he or she may have. (g) The Mayor may attend any meeting of the Executive, a committee or sub- committee of the Council and speak on any item under consideration, but he or she may not vote unless appointed as an ordinary member of a committee (other than the Executive) or sub-committee.		
29	Business of an Urgent Nature	N/A	N/A	This is a new rule	This is aligned with good governance practices.
30	Suspension and Amendment of Council Procedure Rules	Suspension: Council Procedure Rules 14.4 and 14.5 (Content and Length of speeches) may be suspended by motion on notice or without notice if at least one half of the whole number of councillors are present. Suspension can only be for the duration of the meeting. Amendment: Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without	(a) Any motion to amend or revoke (but not to suspend) Council Procedure Rules shall when proposed and seconded be referred without discussion to the next meeting of the Council for consideration. (b) Any of these Council Procedure Rules, other than those governed by statutory provisions, may be suspended as regards any business at the meeting where its suspension is moved.	There are no significant changes here.	Reworded for clarity and rule numbers amended to correspond with new CPR rules.

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		discussion to the next ordinary meeting of the Council.			
31	Application of Rules to Committees and Sub-Committees	<p>(a) All of the Council Procedure Rules apply to meetings of the Full Council.</p> <p>(b) None of the rules apply to meetings of the Executive, which are governed by the Executive Procedure Rules in Part 4 of this Constitution.</p> <p>(c) Only Rules 4 to 11, 13, 14 and 17 to 25 apply to meetings of Committees and Sub-Committees.</p> <p>(d) Additional procedures apply to meetings of the Planning Committees and Licensing Sub-Committees, as set out in Parts 4.1.1 and 4.1.2 of this Constitution</p>	Currently not a specific rule within Guildford's CPRs. Rules of debate and voting apply at committee chair's discretion. CPRs on conduct of councillors and public apply to committee meetings	This aligns with the current Waverley rule	Provides clear guidance on which rules are to be applied to each specified council meetings.