

Appendix 4

Schedule of Conventions

	Convention	Purpose
1	Any motion to accept a report is a motion deemed to contain the wording of the recommendations within the report. UNCHANGED	To allow an amending motion to alter the wording of the recommendation in the report.
2	If a councillor sends their apologies to a meeting, and due to the volume of business the meeting is adjourned part way through, the councillor should not attend the adjourn meeting. CHANGED A councillor who is unable to attend the first part of any adjourned meeting will be able to take full part in any later meeting	To ensure continuity of attendance and knowledge of the debates for that meeting. To allow full democratic engagement.
3	If the Monitoring Officer is advising that an amending motion being put does not comply with the constitution eg 'a wrecking amendment' the member will be allowed to speak before the Mayor adjudicates. UNCHANGED	To allow the chamber to hear the point as if it had been part of the debate against the motion
4	Friendly amendments that are agreed by the Proposer and Seconder are never put to the chamber. Changed Friendly amendments that are agreed by the Proposer and Seconder are only put to the chamber to signify the chamber consents if any member objects.	Time saving Reflects the current constitution provision that has fallen into disuse.
5	Proportionality calculation where it deviates from the statutory regime and is less favourable to the majority party is not challenged. NEW	Facilitate wider spectrum of political engagement.
6	Restructures involving less than 20 people are considered minor UNCHANGED	A rule of thumb interpretation to facilitate day to day business
7	Delegations to the Chief Executive may be exercised on behalf of the Chief Executive by Executive Team. NEW	To allow the Chief executive to delegate to a collective management body authority to make decisions where it crosses more than one directorate.
8	Directors can only be asked technical questions on any briefing paper produced. Where possible such questions should be in advance and in writing. NEW	To avoid unnecessary delay in seeking answers from officers and to allow officers to provide written answers in advance to assist members.