



10 July 2018

Dear Sir/Madam

A meeting of the Council will be held on Wednesday, 18 July 2018 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To: Members of the Council

## A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 14

To approve as a correct record the minutes of the Council meeting held on 16 May 2018.

4. MAYOR'S ANNOUNCEMENTS

5. YOUTH MAYOR'S REPORT ON BROXTOWE YOUTH VOICE ACTIVITIES

6. PRESENTATION OF PETITIONS

7. LEADER'S REPORT
8. PUBLIC QUESTIONS
9. MEMBERS' QUESTIONS
10. MEMBERS' SPEECHES ON WARD ISSUES
11. QUESTIONS ON OUTSIDE BODIES
12. NOTICE OF MOTION
13. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS
14. REFERENCE

- 14.1 Housing Committee - 14 March  
HOUSING REVENUE ACCOUNT – UPDATE TO  
BUSINESS PLAN MODEL

PAGES 15 - 22

The Committee reviewed the Housing Revenue Account (HRA) financial model and the 2018/19 budget and changes that have taken place over the past year. It was noted that the Council were required to produce a 30 year business plan for the HRA which required further updating during each financial year.

**RECOMMENDED to Council that the updated financial model for the Housing Revenue Account be approved.**

- 14.2 Policy and Performance Committee - 4 July 2018  
BROXTOWE LOTTO – DELEGATION OF  
AUTHORITY TO APPROVE GOOD CAUSES

PAGES 23 - 26

On the 15 February 2018 the Council's Finance and Resources Committee agreed to establish a local lottery, now known as the Broxtowe Lotto. To date, the Broxtowe Lotto had received its Licence number from the Gambling Commission, had the criteria for participation by good causes agreed and released a press release encouraging good causes to participate.

Preparations were underway for a promotional launch on 18 July 2018 at which good causes would sign up to the Lotto. Members were informed that the Commercial Manager was the only person whom the Gambling Commission recognised as a 'qualified person' within the Council and all contact with the Gambling Commission must go through the Commercial Manager. For that reason and for purposes of a quick turnaround, it was proposed that the Commercial Manager was responsible for identifying which good causes met Broxtowe's criteria for inclusion in the Lotto.

**RECOMMENDED to Council that authority be delegated to the Commercial Manager, in consultation with the three group leaders, to approve good causes which wish to participate in the Broxtowe Lotto.**

15. LOCAL DEVELOPMENT SCHEME PAGES 27 - 28

To agree an update to the Council's Local Development Scheme.

16. REPORT ON PROGRESSING THE BROXTOWE PART 2 LOCAL PLAN TO SUBMISSION PAGES 29 - 34

To seek approval from the Council to submit the Broxtowe Part 2 Local Plan Publication version (September 2017) together with the Schedule of Changes (dated for submission July 2018), the Broxtowe Part 2 Local Plan Policies Map (September 2017) and supporting documents.

17. REVISIONS TO THE CONSTITUTION PAGES 35 - 64

To recommend approval of revisions to the Constitution.

18. COMMON SEAL

**The Council is asked to RESOLVE that the Common Seal be affixed to or the Proper Officer do sign on behalf of the Council, where appropriate, any orders, deeds or documents necessary to give effect to any resolutions of the Council or Committee.**

This page is intentionally left blank

## BROXTOWE BOROUGH COUNCIL

### COUNCIL MEETING

16 MAY 2018

Councillor H G Khaled MBE, Mayor

Councillors:	E H Atherton	R I Jackson
	D Bagshaw	E Kerry
	S A Bagshaw	S Kerry
	L A Ball BEM	L A Lally
	J S Briggs	W J Longdon
	T P Brindley	G Marshall
	M Brown	R D MacRae
	D A Burnett BEM	J K Marsters
	S J Carr	J W McGrath
	M J Crow	J M Owen
	E Cubley	P J Owen
	T A Cullen	J C Patrick
	R H Darby	M E Plackett
	J A Doddy	M Radulovic MBE
	D A Elliott	C H Rice
	L Fletcher	K E Rigby
	M Handley	R S Robinson
	A Harper	P D Simpson
	G Harvey	A W G A Stockwell

Also in attendance: A Russell, Youth Mayor and W Mee, Deputy Youth Mayor.

Apologies for absence were received from Councillors B C Carr, S Easom, J C Goold, J W Handley and P Lally.

The Mayor referred to the recent death of former Councillor T P Miller. Members and officers held a minute's silence as a mark of respect.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

The minutes of the meeting held on 7 March 2018 were confirmed and signed.

3. MAYOR'S ANNOUNCEMENTS

The Mayor gave a résumé of her year in office and expressed thanks to her escort, friends and family, Council employees and fellow Council members for their valued assistance and support during the period.

4. VOTE OF THANKS

A vote of thanks to the Mayor was proposed by Councillor J C Patrick, seconded by Councillors R D MacRae, S Kerry and J A Doddy, and carried unanimously.

5. ELECTION OF MAYOR

It was proposed by Councillor J M Owen and seconded by Councillors M Radulovic MBE and R I Jackson that Councillor D A Burnett BEM be elected Mayor of the Borough for the ensuing year.

**RESOLVED that Councillor D A Burnett BEM be elected Mayor of the Borough for 2018/19.**

Councillor D A Burnett BEM, having signed the Declaration of Acceptance of Office, thanked the Council for having elected him Mayor of the Borough. Councillor Burnett stated that he had chosen to support the charities East Midlands Ambulance Service Nuthall and District Community First Responders and Soldiers', Sailors' and Airmen's Families Association during his year in office.

6. PRESENTATION OF FORMER MAYOR'S JEWEL OF OFFICE

The Mayor presented the Jewel of Office to Councillor H G Khaled MBE to mark her term of office.

7. ELECTION OF DEPUTY MAYOR

It was proposed by Councillor R S Robinson and seconded by Councillors T Harper and J W McGrath that Councillor M Brown be appointed Deputy Mayor of the Borough for the ensuing year.

**RESOLVED that Councillor M Brown be appointed Deputy Mayor of the Borough for 2018/19.**

Councillor M Brown, having signed the Declaration of Acceptance of Office, thanked the Council for the appointment.

## 8. RECOGNITION OF POLITICAL LEADERS

It was noted that Councillor R I Jackson is the Leader of the Council and Councillor M J Crow was chosen as the Deputy Leader. Councillor M Radulovic MBE is Leader of the Opposition with Councillor D A Elliot as the Deputy Leader, whilst Councillor S J Carr is Leader of the Liberal Democrat Group with Councillor K E Rigby as the Deputy Leader.

## 9. MENTAL HEALTH WORKING GROUP

At the Policy and Performance Committee held on 17 April 2018 it was suggested that a Mental Health Working Group be formed. The Group would review the arrangements that each Council service area has in place to respond to individuals who may have mental health issues and need to access Council services. Recommendations would be made in order to continue to improve the responsiveness of Council services to these residents.

It was proposed that the terms of reference be set broadly to enable the making of appropriate recommendations to the Policy and Performance Committee. The Committee would also receive the minutes of the Working Group. It was proposed by Councillor S J Carr and seconded by Councillor M J Crow that the recommendation be amended to include the Independent member on the Group. The proposal, on being put to the meeting, was carried.

### **RESOLVED that:**

- 1. The Mental Health Working Group be established.**
- 2. The Working Group be appointed to, consisting of five Conservative (Councillors M J Crow, L Fletcher, S Kerry, H G Khaled MBE and J C Goold), two Labour (Councillors L A Lally and J C Patrick), one Liberal Democrat (Councillor J K Marsters) and the Independent member (Councillor R D MacRae).**
- 3. The Council's Constitution be amended accordingly.**

## 10. ARRANGEMENTS FOR THE DISCHARGE OF FUNCTIONS

### Appointments to committees and working groups

**RESOLVED that in accordance with the powers set out in the Local Government Act 2000 and all and every power enabling, the following be appointed with the powers appropriate to each as set out in the scheme of delegation or as approved by Council:**

### **Alcohol and Entertainments Licensing Committee**

#### Conservative

D A Burnett BEM (Chair)  
W J Longdon (Vice Chair)

E H Atherton  
M J Crow  
M E Plackett  
P D Simpson  
A G W A Stockwell

Labour

T A Cullen  
R H Darby  
P Lally

Liberal Democrat

K E Rigby

Independent

R D MacRae

**Community Safety Committee**

Conservative

J G Goold (Chair)  
E Cubley (Vice Chair)  
M Brown  
G Harvey  
S Kerry  
J M Owen

Labour

D Bagshaw  
T A Cullen  
J W McGrath

Liberal Democrat

B C Carr

**Finance Committee**

Conservative

P D Simpson (Chair)  
T P Brindley (Vice Chair)  
E Cubley  
S Easom  
P J Owen



A W G A Stockwell

Labour

S A Bagshaw  
P Lally  
G Marshall

Liberal Democrat

S J Carr

**Governance, Audit and Standards Committee**

Conservative

J W Handley (Chair)  
E H Atherton (Vice Chair)  
T P Brindley  
J C Goold  
J M Owen  
A W G A Stockwell

Labour

S A Bagshaw  
J C Patrick  
R S Robinson

Liberal Democrat

K E Rigby

**Housing Committee**

Conservative

E Kerry (Chair)  
A W G A Stockwell (Vice Chair)  
L A Ball BEM  
J C Goold  
G Harvey  
J M Owen

Labour

S A Bagshaw  
J W McGrath  
J C Patrick

Liberal Democrat

J K Marsters

**Jobs and Economy Committee**

Conservative

A Harper (Chair)  
M J Crow (Vice Chair)  
E Cubley  
L Fletcher  
J W Handley  
M Handley

Labour

T A Cullen  
P Lally  
R S Robinson

Liberal Democrat

B C Carr

**Leisure and Environment Committee**

Conservative

S Easom (Chair)  
M E Plackett (Vice Chair)  
J S Briggs  
E Cubley  
H G Khaled MBE  
P J Owen

Labour

R H Darby  
L A Lally  
R S Robinson

Liberal Democrat

S J Carr

## **Licensing and Appeals Committee**

### Conservative

D A Burnett BEM (Chair)  
W J Longdon (Vice Chair)  
E H Atherton  
M J Crow  
M E Plackett  
P D Simpson  
A W G A Stockwell

Substitutes

1. L A Ball BEM
2. T P Brindley
3. M Brown
4. J W Handley
5. A Harper
6. G Harvey
7. E Cubley

### Labour

D Bagshaw  
T A Cullen  
J C Patrick

Substitutes

1. S A Bagshaw
2. L A Lally
3. P Lally

### Liberal Democrat

K E Rigby

Substitute

1. S J Carr

### Independent

R D MacRae

## **Planning Committee**

### Conservative

M Handley (Chair)  
L A Ball BEM (Vice Chair)  
J S Briggs  
T P Brindley  
M Brown  
P J Owen  
P D Simpson

Substitutes

1. W J Longdon
2. G Harvey
3. S Kerry
4. J M Owen
5. J W Handley
6. A G W A Stockwell
7. E Cubley

### Labour

D Bagshaw  
G Marshall  
R S Robinson

Substitutes

1. J C Patrick
2. J W McGrath
3. T A Cullen

### Liberal Democrat

J K Marsters

Substitute

1. B C Carr

### Independent

R D MacRae

## **Policy and Performance Committee**

### Conservative

R I Jackson (Chair)  
M J Crow (Vice Chair)  
S Easom  
J C Goold  
A Harper  
E Kerry  
P D Simpson

### Labour

D A Elliott  
G Marshall  
J W McGrath

### Liberal Democrat

S J Carr

## **Ad Hoc Committee**

### Conservative

J W Handley (Chair)  
L Fletcher  
S Kerry

Substitutes: 1. D A Burnett BEM  
2. T P Brindley  
3. M Brown  
4. E Cubley

### Labour

D A Elliott (Vice Chair)

Substitutes: 1. T A Cullen  
2. S A Bagshaw

### Liberal Democrat

J K Marsters

Substitutes: 1. B C Carr  
2. S J Carr

### Independent Members

L Ogilvie  
H Salisbury

## **Investigating and Disciplinary Committee**

### Conservative

T P Brindley (Chair)  
M Handley (Vice Chair)  
M Brown

Substitutes: 1. W J Longdon  
2. L A Ball BEM  
3. J C Goold  
4. G Harvey

### Labour\*

G Marshall  
R S Robinson  
J C Patrick

Substitutes: 1. S A Bagshaw  
2. D Bagshaw  
3. J W McGrath

\*One member to attend listed in order of priority.

### Liberal Democrat

K E Rigby

Substitutes: 1. S J Carr  
2. J K Marsters

## **Computer Working Group**

### Conservative

E H Atherton  
E Cubley  
L Fletcher  
S Kerry  
H G Khaled MBE

### Labour

R H Darby  
L A Lally

### Liberal Democrat

B C Carr

## **Energy Efficiency Working Group**

### Conservative

M Brown  
J A Doddy  
G Harvey  
C H Rice  
P D Simpson

Labour

G Marshall  
R S Robinson

Liberal Democrat

J K Marsters

**Housing Performance Group**

Conservative

L A Ball BEM  
J S Briggs  
E Cubley  
J C Goold  
E Kerry

Labour

D Bagshaw  
J C Patrick

Liberal Democrat

J K Marsters

**Local Joint Consultative Committee**

Conservative

E H Atherton  
J S Briggs  
D A Burnett BEM  
J C Goold  
A Harper  
W J Longdon  
C H Rice

Labour

D Bagshaw  
T A Cullen  
R H Darby

Liberal Democrat

K E Rigby

## **Bramcote Bereavement Services Joint Committee**

### Conservative

R I Jackson  
S Easom

### Labour

M Radulovic MBE

## 11. REPRESENTATION ON OUTSIDE BODIES

**RESOLVED that the appointment of representatives on outside bodies be as follows:**

<b><u>NO.</u></b>	<b><u>BODY/ORGANISATION</u></b>	<b><u>REPRESENTATIVE</u></b>
1	Age Concern, Chilwell	Cllr E H Atherton Cllr J S Briggs
2	Age Concern, Eastwood	Cllr A Harper
3	Attenborough Nature Reserve Visitor Centre	Cllr J S Briggs Cllr R I Jackson Cllr E Kerry
4	Beeston Consolidated Charity	Cllr E H Atherton D Jenkins
5	Beeston Rylands Community Centre	Cllr E Kerry Cllr T A Cullen
6	Broxtowe Citizens Advice Bureau	Cllr H G Khaled MBE
7	Broxtowe Wildlife Forum	Cllr M Brown
8	Campaign to Protect Rural England (Notts) Branch Executive Committee	Cllr M Brown
9	Canalside Heritage Centre	Cllr J S Briggs
10	Core City Board/Joint Leadership Board	Cllr R I Jackson
11	East Midlands Councils	Cllr R I Jackson or nominated representative
12	East Midlands Museum Service	Cllr J M Owen

13	Eastwood Volunteer Bureau Management Committee	Cllr A Harper
14	Francis Dixon and Catherine Gregory Charity	Cllr J C Goold and Cllr M E Plackett
15	Greater Nottingham Groundwork Trust	Cllr M E Plackett
16	Greenwood Partnership Board	Cllr J S Briggs
17	Joint Planning Advisory Board	Cllr A Harper
18	Local Government Association	Cllr R I Jackson or nominated representative
19	Local Government Information Unit	Cllr R I Jackson
20	Nottingham Express Transit Development Board	Cllr R I Jackson
21	Nottingham Playhouse Trust	Cllr J M Owen
22	Nottinghamshire Local Government Leaders Group	Cllr R I Jackson or nominated representative
23	Relate	Cllr J C Goold
24	United Charities of Abel Collins	Cllr S J Carr
25	Health Scrutiny - Lead Member	Cllr H G Khaled MBE
26	Sure Start	Cllr M J Crow Cllr J C Goold
27	Broxtowe Action Fund	Cllr P D Simpson
28	Health and Wellbeing Board	Cllr L A Ball BEM
29	Notts Police and Crime Commissioner's Panel	Cllr A Harper
30	Armed Forces Champion	Cllr D A Burnett BEM

At this point in the meeting it was proposed by Councillor S J Carr and seconded by Councillor M Radulovic MBE that under section 21.1 of the Council's Procedure Rules standing orders be suspended for an urgent motion to be tabled. On being put to the vote, the proposal was lost.



Immediately following the vote the following Councillors requested that the minutes show that they voted for the proposal: D Bagshaw, S A Bagshaw, S J Carr, T A Cullen, R H Darby, D A Elliott, L A Lally, G Marshall, R D MacRae, J K Marsters, J W McGrath, J C Patrick, M Radulovic MBE, K E Rigby and R S Robinson.

12. COMMON SEAL

**RESOLVED** that the Common Seal be affixed to or the Proper Officer do sign on behalf of the Council, where appropriate, any orders, deeds or documents necessary to give effect to any resolutions of the Council or Committees.

---

Mayor

This page is intentionally left blank

## Joint report of the Chief Executive and Interim Deputy Chief Executive

**HOUSING REVENUE ACCOUNT – UPDATE TO BUSINESS PLAN MODEL**1. Purpose of report

To seek a recommendation to Council for approval of an updated Housing Revenue Account (HRA) financial model to reflect the 2018/19 budget and changes that have taken place over the past year.

2. Background

In February 2012 the Council approved a HRA business plan for the period 2012 through to 2041. Included within the business plan was a detailed financial plan and tables modelling the capital programme and revenue position for the HRA through to 2041. The financial model has subsequently been updated and approved by Council during each financial year.

Details of changes to any of the assumptions used to produce the detailed model and the tables setting out projected income and expenditure over the lifetime of the plan are set out in appendix 1. The modelling has taken place using the services of Anthony Wilkinson (Associate Consultant) from Housing Finance Associates. Anthony previously worked for the Chartered Institute of Housing who devised the model in the first place.

Appendix 2 gives an update to the capital programme and financing whilst appendix 3 provides an updated table showing the HRA summary.

3. Financial implications

The detailed appendices show that the HRA is still projected to be viable for the next 30 years and there is sufficient flexibility to provide the necessary finance for the capital programme.

**Recommendation**

**The Committee is asked to RECOMMEND to Council that the updated financial model for the Housing Revenue Account be approved.**

Background papers

Nil

## APPENDIX 1

Detail of significant changes from HRA business plan model of July 2017

- The model has been updated to reflect the outturn position for 2016/17 which produced a net underspending of £830,600 after taking account of items carried forward to 2017/18.
- Cabinet agreed during 2012/13 to allocate all eligible receipts from right to buy sales to new council housing provision within three years of receipt. The capital programme shown at appendix 2 makes no allowance for any new build schemes that have yet to receive approval. It is envisaged that resources from right to buy receipts will be used to fund the Council's share of any costs of such schemes that may come forward. The revenue implications of the programme are included within appendix 3.
- Assumptions of right to buy sales have increased to 25 per annum to reflect the 27 sales in 2015/16 and 20 sales in 2016/17.
- The model reflects the latest budget estimates for 2018/19
- Reductions in council house rental income of 1.0% per annum for four years from 1 April 2016 until 31 March 2020 are assumed in line with the announcement by the Chancellor of the Exchequer on 8 July 2015
- Rents are assumed to return to CPI+1% following the end of the -1% restriction from 2020/21 (CPI is assumed to be 2.3% per annum)
- No allowance has been made at this stage for any payment to the government in respect of high value properties intended to assist with the funding of the extension of "right to buy" to housing association tenants. The proposals for this scheme have been delayed until at least 2019/20.

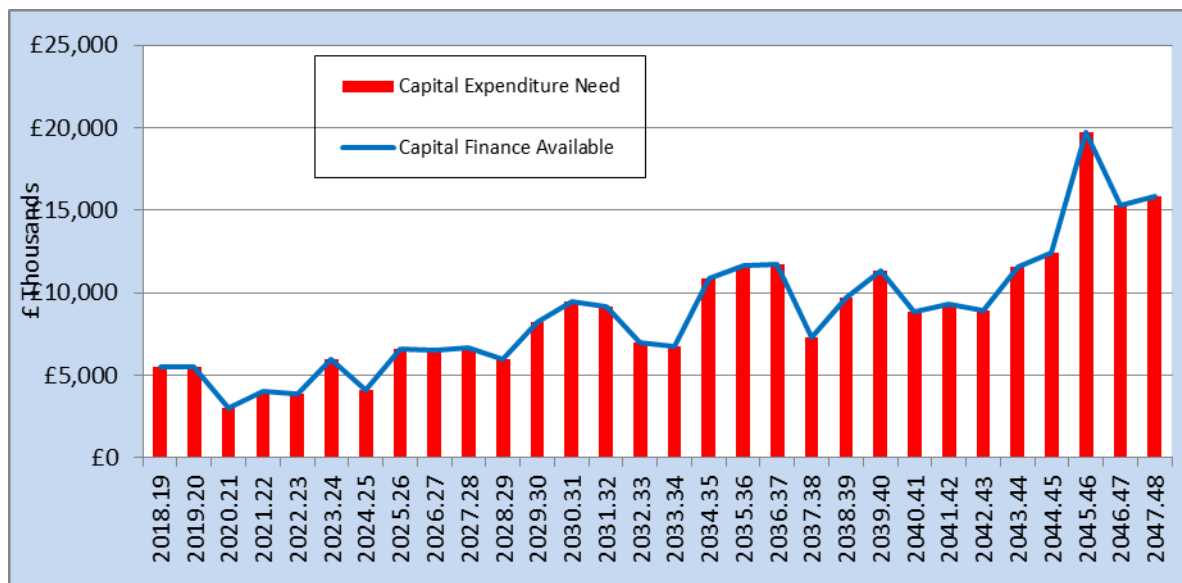
Summary of key results as shown by the model

- The HRA remains viable with a working balance of £1.0m being maintained for the years covered by the model.
- The capital programme has remained largely unchanged from that as included in the model a year ago.
- Headroom of £3.145m against the government's borrowing limit remains available to meet any foreseeable requirements to help finance new build schemes although capital receipts are more likely to be utilised.
- If future rent increases are set below the assumption made in the model then either borrowing will have to be increased (subject to the borrowing limit not being breached) or the capital programme will need to be reduced.

- There is the potential for interest rate risk with regards to the re-financing of existing loans that mature and any new borrowing that is undertaken. An additional 1% interest has been allowed for in the model from 2021/21 to reflect the potential increase in the cost of debt. However, the actual cost of debt in respect of maturing and new loans may be higher or lower than this.

The model indicates that sufficient capital resources will be available to meet the planned capital spend over the lifetime of the programme. This is shown in figure 1:

**Figure 1: Planned capital spending and capital financing 2018/19 to 2047/48**



The planned capital financing is a primarily combination of revenue funding and the use of receipts from the sale of properties under right to buy with additional borrowing required from 2029/30. It is assumed that as current loans mature they will be replaced with similar loans rather than the level of debt being reduced. This has two significant impacts:

- repayment of debt will not be achieved over the lifetime of the plan – the revised plan indicates that the debt balance at 2047/48 will still be £78.688m
- the interest rate exposure risk is increased as interest rates may be higher at the point of financing than the current rates applicable.

In order to reduce this risk over time it will be necessary to reduce the level of capital spending and/or increase net income to the HRA so that a higher proportion of the annual balance on the HRA can be allocated to the repayment of debt.

## APPENDIX 2

**Detailed planned capital programme with financing**

Year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Total Capital Expenditure</b>	<b>5,508</b>	<b>5,508</b>	<b>2,979</b>	<b>4,055</b>	<b>3,824</b>	<b>5,965</b>	<b>4,062</b>	<b>6,588</b>	<b>6,487</b>	<b>6,644</b>
Funding:										
Major Repairs Reserve	3,717	4,238	2,805	3,879	3,648	5,789	3,886	6,412	5,025	4,990
Right to Buy Receipts	172	172	174	176	176	176	176	176	176	176
HRA CFR Borrowing	0	0	0	0	0	0	0	0	0	0
Other Receipts/Grants	0	0	0	0	0	0	0	0	0	0
HRA Reserves	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	1,619	1,098	0	0	0	0	0	0	1,286	1,478
<b>Total Capital Funding</b>	<b>5,508</b>	<b>5,508</b>	<b>2,979</b>	<b>4,055</b>	<b>3,824</b>	<b>5,965</b>	<b>4,062</b>	<b>6,588</b>	<b>6,487</b>	<b>6,644</b>

Year	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Total Capital Expenditure</b>	<b>5,988</b>	<b>8,235</b>	<b>9,472</b>	<b>9,127</b>	<b>6,952</b>	<b>6,771</b>	<b>10,834</b>	<b>11,605</b>	<b>11,685</b>	<b>7,310</b>
Funding:										
Major Repairs Reserve	5,124	5,262	5,403	5,548	5,696	5,848	6,004	6,164	6,328	6,496
Right to Buy Receipts	176	176	176	176	176	176	176	176	176	176
HRA CFR Borrowing	0	407	1,445	908	0	0	1,793	2,389	2,298	0
Other Receipts/Grants	0	0	0	0	0	0	0	0	0	0
HRA Reserves	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	688	2,391	2,448	2,495	1,080	747	2,861	2,876	2,883	638
<b>Total Capital Funding</b>	<b>5,988</b>	<b>8,235</b>	<b>9,472</b>	<b>9,127</b>	<b>6,952</b>	<b>6,771</b>	<b>10,834</b>	<b>11,605</b>	<b>11,685</b>	<b>7,310</b>

(Please note that figures may not add up exactly due to rounding)

## Detailed planned capital programme with financing (Continued)

Year	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Total Capital Expenditure</b>	<b>9,662</b>	<b>11,339</b>	<b>8,824</b>	<b>9,290</b>	<b>8,904</b>	<b>11,564</b>	<b>12,384</b>	<b>19,736</b>	<b>15,308</b>	<b>15,813</b>
Funding:										
Major Repairs Reserve	6,668	6,845	7,025	7,211	7,401	7,595	7,795	7,999	8,208	8,423
Right to Buy Receipts	176	176	176	176	176	176	176	176	176	176
HRA CFR Borrowing	0	1,110	0	0	0	6	540	7,746	3,224	3,545
Other Receipts/Grants	0	0	0	0	0	0	0	0	0	0
HRA Reserves	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	2,818	3,208	1,623	1,903	1,328	3,787	3,873	3,816	3,700	3,669
<b>Total Capital Funding</b>	<b>9,662</b>	<b>11,339</b>	<b>8,824</b>	<b>9,290</b>	<b>8,904</b>	<b>11,564</b>	<b>12,384</b>	<b>19,736</b>	<b>15,308</b>	<b>15,813</b>

(Please note that figures may not add up exactly due to rounding)

## APPENDIX 3

Detailed HRA summary

Year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
INCOME:	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Rental Income	15,238	15,001	15,409	15,827	16,256	16,696	17,147	17,610	18,085	18,572
Void Losses	84	83	85	87	90	92	95	97	100	102
Service Charges	804	831	858	886	915	946	977	1,009	1,042	1,077
Non-Dwelling Income	290	300	310	320	330	341	353	364	376	389
Grants and Other Income	0	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>16,416</b>	<b>16,214</b>	<b>16,661</b>	<b>17,120</b>	<b>17,591</b>	<b>18,075</b>	<b>18,571</b>	<b>19,080</b>	<b>19,603</b>	<b>20,140</b>
EXPENDITURE:										
General Management	(2,275)	(2,332)	(2,391)	(2,452)	(2,514)	(2,578)	(2,643)	(2,710)	(2,778)	(2,870)
Special Management	(1,850)	(1,897)	(1,945)	(1,994)	(2,044)	(2,096)	(2,149)	(2,204)	(2,259)	(2,334)
Other Management	(454)	(465)	(477)	(489)	(501)	(514)	(527)	(541)	(554)	(573)
Bad Debt Provision	(100)	(98)	(101)	(104)	(107)	(110)	(113)	(116)	(119)	(122)
Responsive/Cyclical Repairs	(3,565)	(3,661)	(3,767)	(3,876)	(3,988)	(4,103)	(4,221)	(4,343)	(4,468)	(4,597)
<b>Total Revenue Expenditure</b>	<b>(8,243)</b>	<b>(8,453)</b>	<b>(8,681)</b>	<b>(8,914)</b>	<b>(9,154)</b>	<b>(9,400)</b>	<b>(9,653)</b>	<b>(9,913)</b>	<b>(10,179)</b>	<b>(10,496)</b>
Interest Paid	(2,262)	(2,206)	(2,127)	(2,838)	(2,790)	(2,736)	(2,675)	(2,608)	(2,558)	(2,532)
Interest Received	96	62	37	56	68	62	55	45	24	22
Depreciation	(3,924)	(4,031)	(4,140)	(4,253)	(4,368)	(4,486)	(4,607)	(4,732)	(4,859)	(4,990)
<b>Net Operating Income</b>	<b>2,084</b>	<b>1,586</b>	<b>1,750</b>	<b>1,172</b>	<b>1,348</b>	<b>1,514</b>	<b>1,691</b>	<b>1,873</b>	<b>2,030</b>	<b>2,144</b>
APPROPRIATIONS:										
Revenue Provision (HRACFR)	0	(3,979)	(1,710)	(1,172)	(1,348)	(1,514)	(1,691)	(1,873)	(745)	(666)
Rev. Contribution to Capital	(1,619)	(1,098)	0	0	0	0	0	0	(1,286)	(1,478)
<b>Total Appropriations</b>	<b>(1,619)</b>	<b>(5,077)</b>	<b>(1,710)</b>	<b>(1,172)</b>	<b>(1,348)</b>	<b>(1,514)</b>	<b>(1,691)</b>	<b>(1,873)</b>	<b>(2,031)</b>	<b>(2,144)</b>
<b>ANNUAL CASHFLOW</b>	<b>465</b>	<b>(3,490)</b>	<b>39</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Opening Balance	3,986	4,451	961	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>Closing Balance</b>	<b>4,451</b>	<b>961</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

(Please note that figures may not add up exactly due to rounding)



## Detailed HRA summary (Continued)

Year	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
INCOME:	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Rental Income	19,071	19,583	20,108	20,647	21,199	21,765	22,346	22,941	23,551	24,176
Void Losses	105	108	111	114	117	120	123	127	130	133
Service Charges	1,112	1,149	1,187	1,226	1,267	1,308	1,352	1,396	1,442	1,490
Non-Dwelling Income	401	415	428	443	457	472	488	504	521	538
Grants and Other Income	0	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>20,690</b>	<b>21,255</b>	<b>21,835</b>	<b>22,430</b>	<b>23,040</b>	<b>23,666</b>	<b>24,308</b>	<b>24,967</b>	<b>25,643</b>	<b>26,337</b>
EXPENDITURE:										
General Management	(2,965)	(3,063)	(3,164)	(3,268)	(3,376)	(3,487)	(3,602)	(3,721)	(3,844)	(3,971)
Special Management	(2,411)	(2,491)	(2,573)	(2,658)	(2,745)	(2,836)	(2,930)	(3,026)	(3,126)	(3,229)
Other Management	(591)	(611)	(631)	(652)	(673)	(696)	(719)	(742)	(767)	(792)
Bad Debt Provision	(125)	(129)	(132)	(135)	(139)	(143)	(147)	(151)	(155)	(159)
Responsive/Cyclical Repairs	(4,729)	(4,866)	(5,006)	(5,149)	(5,297)	(5,449)	(5,606)	(5,766)	(5,932)	(6,101)
<b>Total Revenue Expenditure</b>	<b>(10,822)</b>	<b>(11,158)</b>	<b>(11,505)</b>	<b>(11,863)</b>	<b>(12,231)</b>	<b>(12,611)</b>	<b>(13,003)</b>	<b>(13,407)</b>	<b>(13,823)</b>	<b>(14,253)</b>
Interest Paid	(2,489)	(2,467)	(2,502)	(2,546)	(2,535)	(2,468)	(2,464)	(2,543)	(2,631)	(2,631)
Interest Received	22	22	22	22	22	22	22	22	22	22
Depreciation	(5,124)	(5,262)	(5,403)	(5,548)	(5,696)	(5,848)	(6,004)	(6,164)	(6,328)	(6,496)
<b>Net Operating Income</b>	<b>2,277</b>	<b>2,390</b>	<b>2,447</b>	<b>2,495</b>	<b>2,600</b>	<b>2,761</b>	<b>2,860</b>	<b>2,876</b>	<b>2,883</b>	<b>2,980</b>
APPROPRIATIONS:										
Revenue Provision (HRACFR)	(1,589)	0	0	0	(1,520)	(2,014)	0	0	0	(2,340)
Rev. Contribution to Capital	(688)	(2,391)	(2,448)	(2,495)	(1,080)	(747)	(2,861)	(2,876)	(2,883)	(638)
<b>Total Appropriations</b>	<b>(2277)</b>	<b>(2,391)</b>	<b>(2,448)</b>	<b>(2,495)</b>	<b>(2,600)</b>	<b>(2,761)</b>	<b>(2,861)</b>	<b>(2,876)</b>	<b>(2,883)</b>	<b>(2,979)</b>
<b>ANNUAL CASHFLOW</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>1</b>
Opening Balance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	999	999
<b>Closing Balance</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>999</b>	<b>999</b>	<b>1,001</b>

(Please note that figures may not add up exactly due to rounding)

## Detailed HRA summary (Continued)

Year	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48
INCOME:	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Rental Income	24,817	25,473	26,147	26,836	27,543	28,268	29,010	29,770	30,549	31,347
Void Losses	137	141	144	148	152	156	160	164	169	173
Service Charges	1,539	1,590	1,642	1,697	1,753	1,810	1,870	1,932	1,996	2,061
Non-Dwelling Income	555	574	593	612	632	653	675	697	720	744
Grants and Other Income	0	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>27,048</b>	<b>27,778</b>	<b>28,526</b>	<b>29,293</b>	<b>30,080</b>	<b>30,887</b>	<b>31,715</b>	<b>32,563</b>	<b>33,433</b>	<b>34,325</b>
EXPENDITURE:										
General Management	(4,102)	(4,237)	(4,377)	(4,522)	(4,671)	(4,825)	(4,984)	(5,149)	(5,319)	(5,494)
Special Management	(3,336)	(3,446)	(3,560)	(3,677)	(3,799)	(3,924)	(4,053)	(4,187)	(4,325)	(4,468)
Other Management	(818)	(845)	(873)	(902)	(932)	(962)	(994)	(1,027)	(1,061)	(1,096)
Bad Debt Provision	(163)	(167)	(172)	(176)	(181)	(186)	(190)	(195)	(200)	(206)
Responsive/Cyclical Repairs	(6,276)	(6,456)	(6,640)	(6,830)	(7,025)	(7,225)	(7,431)	(7,643)	(7,860)	(8,084)
<b>Total Revenue Expenditure</b>	<b>(14,695)</b>	<b>(15,151)</b>	<b>(15,622)</b>	<b>(16,107)</b>	<b>(16,607)</b>	<b>(17,122)</b>	<b>(17,653)</b>	<b>(18,201)</b>	<b>(18,765)</b>	<b>(19,347)</b>
Interest Paid	(2,580)	(2,596)	(2,585)	(2,523)	(2,449)	(2,406)	(2,416)	(2,573)	(2,780)	(2,908)
Interest Received	22	22	22	22	22	22	22	22	22	22
Depreciation	(6,668)	(6,845)	(7,025)	(7,211)	(7,401)	(7,595)	(7,795)	(7,999)	(8,208)	(8,423)
<b>Net Operating Income</b>	<b>3,127</b>	<b>3,208</b>	<b>3,316</b>	<b>3,475</b>	<b>3,646</b>	<b>3,787</b>	<b>3,873</b>	<b>3,813</b>	<b>3,702</b>	<b>3,669</b>
APPROPRIATIONS:										
Revenue Provision (HRACFR)	(309)	0	(1,693)	(1,572)	(2,318)	0	0	0	0	0
Rev. Contribution to Capital	(2,818)	(3,208)	(1,623)	(1,903)	(1,328)	(3,787)	(3,873)	(3,816)	(3,700)	(3,669)
<b>Total Appropriations</b>	<b>(3,127)</b>	<b>(3,208)</b>	<b>(3,316)</b>	<b>(3,475)</b>	<b>(3,646)</b>	<b>(3,787)</b>	<b>(3,873)</b>	<b>(3,816)</b>	<b>(3,700)</b>	<b>(3,669)</b>
<b>ANNUAL CASHFLOW</b>	<b>(1)</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3)</b>	<b>2</b>	<b>0</b>
Opening Balance	1,001	1,000	1,000	1,000	1,000	1,001	1,000	1,000	997	999
<b>Closing Balance</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,001</b>	<b>1,000</b>	<b>1,000</b>	<b>997</b>	<b>999</b>	<b>999</b>

(Please note that figures may not add up exactly due to rounding)

## Report of the Interim Deputy Chief Executive

**BROXTOWE LOTTO – DELEGATION OF AUTHORITY TO APPROVE GOOD CAUSES**1. Purpose of report

To ask the Committee to recommend to Council that delegated authority be given to the Commercial Manager to approve 'good causes' which wish to participate in the Broxtowe Lotto.

2. Background information

On the 15 February 2018 the Council's Finance and Resources Committee agreed to establish a local lottery, now known as the Broxtowe Lotto. To date, the Broxtowe Lotto has:

- received its Licence number from the Gambling Commission
- had the criteria for participation by good causes agreed
- released a press release encouraging good causes to participate.

Currently, preparations are underway for a promotional launch on 18 July 2018 at which good causes will sign up to the Lotto. In other lotteries ran by local authorities, good causes apply to participate in the Lotto via e-mail and once they have proved that they meet the criteria, their details are passed onto Gatherwell, the external Lottery Managers who then create a webpage for each individual good cause.

The Commercial Manager is the only person whom the Gambling Commission recognises as a "qualified person" within the Council and all contact with the Gambling Commission must go through the Commercial Manager. For that reason and for purposes of a quick turnaround, it is proposed that the Commercial Manager is responsible for identifying which good causes meet Broxtowe's criteria for inclusion in the Lotto. Other options which have been considered are set out in appendix 1.

Good causes which wish to apply will express their interest to the Commercial Manager via e mail or telephone. They will then be sent a short note outlining what information they need to provide (as per appendix 2) and can submit their evidence via e mail or post. If they meet the criteria (as per appendix 3) for participation in Broxtowe's Lotto, their names will then be passed to Gatherwell (the external Lottery Manager) who will develop their individual webpage.

3. Financial implications

There are no costs associated with this strand of the Lotto, other than the Commercial Manager's time. Aylesbury Vale who were the first Council to launch a Lottery estimate that their officer spends 1 day per year on work for the Lotto.

**Recommendation**

**That the Committee RECOMMENDS to Council that authority be delegated to the Commercial Manager, in consultation with the three group leaders, to approve good causes which wish to participate in the Broxtowe Lotto.**

Background papers: Nil

**APPENDIX 1**

Alternative options considered

Do Nothing:

This is not an option as good causes needed to be authorised before their details can be forwarded to Gatherwell for inclusion in the Lotto.

Enable authorisation of good causes by other officers within the Council:

As the Council's Commercial Manager is a 'qualified person' registered with the Gambling Commission it will be for her to deal with the administration of the Lotto. However, the Commercial Manager does not currently have the required delegated authority to do this and will not be able to until authorised by Council at the next meeting on 18th July 2018. As there have already been several applications made by organisations which need to be processed/approved this will have to be authorised by the Chief Executive (under her emergency powers) until the 18 July 2018 (plus any subsequent applications made from now to then). After the 18th July 2018 (subject to full Council's approval) the Commercial Manager will be able to process/approve all such applications.

**Application to participate in the Broxtowe Lotto**

***Organisation name:***

***Registered address:***

***Charity number (if applicable):***

***Tell us how your project benefits the residents of Broxtowe:***

***Please attach the organisation's constitution or set of rules:***

***Please attach the most recent annual financial statements OR an annual report:***

Please return all documentation to:

[Sandra.scott@broxtowe.gov.uk](mailto:Sandra.scott@broxtowe.gov.uk)

or if via post to:

Sandra Scott  
Commercial Manager  
Broxtowe Borough Council  
Council Offices  
Foster Avenue  
Beeston  
NG9 1AB

### Criteria for Broxtowe Lotto's Good Causes

#### Criteria

- Organisations should be:
  - non-profit making
  - have a constitution or set of rules
  - able to provide annual financial statements (audited where appropriate)
  - or an annual report (unless it is a new organisation in its first year of development when a budget statement would be required).
- Organisations must be open to all regardless of age, race, creed, sex or political affiliation as appropriate.
- Organisations must be able to demonstrate a link with the borough, either through the direct provision of services or other means, which benefit the people of the borough thereby enhancing the quality of life for the local community.
- Organisations which wish to have a dedicated webpage on Broxtowe Lotto's site must be promoting projects or services which are of benefit to the local community.
- Organisations that promote political, racial, religious, sexual or social intolerance will not be considered for participation as their services will not be of positive benefit to all within the local community.

## Report of the Chief Executive

**LOCAL DEVELOPMENT SCHEME**1. Purpose of the report

To agree an update to the Council's Local Development Scheme (LDS).

2. Background

There is a legal obligation on local planning authorities to produce a LDS specifying:

- which Development Plan Documents (DPDs) are to be produced (i.e. which documents will comprise the Local Plan for the area);
- the subject matter and geographical area for each DPD;
- the timetable for preparing/revising the DPDs.

The current LDS was produced in May 2017 and needs updating to reflect the forthcoming submission of the Council's Part 2 Local Plan, which is the subject of a separate item on the agenda for this meeting. LDSs may be used by the Ministry of Housing, Communities & Local Government to assess authorities' 'plan-making performance'.

3. Detail

Broxtowe is preparing a single DPD, the Part 2 Local Plan. This will deal with all relevant planning issues, cover the whole borough and complement the Aligned Core Strategy (the Part 1 Local Plan). The timetable following submission allows for what may be a lengthy examination process for several sites of significant scale and complexity. Details are included in the appendix to this report. Work will also begin shortly on the review of the Aligned Core Strategy (the strategic plan for Greater Nottingham): the details in the appendix are provisional and will be considered by the next meeting of the Joint Planning Advisory Board.

The timetable will be published on the website accompanied by factual background information, similar to that in the current LDS.

**Recommendation**

**Council is asked to RESOLVE that the updated Local Development Scheme, incorporating the timetable referred to in the appendix, will have effect from 19 July 2018.**

Background papers

Nil

## APPENDIX

**Part 2 Local Plan (Site Allocations and Development Management Policies)**

<b>Stage</b>	<b>Date</b>
Submission	Summer 2018
Examination	Summer 2018 – Spring 2019
Adoption	Spring 2019

**Aligned Core Strategy Review (Part 1 Local Plan)**

<b>Stage</b>	<b>Date</b>
Growth Options Consultation (Reg. 18)	September 2019
Draft Publication Consultation	March 2020
Publication Consultation (Reg. 19)	September 2020
Submission	January 2021
Examination Hearings	June 2021
Adoption	December 2021



## Report of the Chief Executive

**REPORT ON PROGRESSING THE BROXTOWE PART 2 LOCAL PLAN TO SUBMISSION**1. Purpose of report

To seek approval from the Council to submit the Broxtowe Part 2 Local Plan Publication version (September 2017) together with the Schedule of Changes (dated for submission July 2018), the Broxtowe Part 2 Local Plan Policies Map (September 2017) and supporting documents.

2. Background

The Jobs and Economy Committee considered a number of reports in relation to the Part 2 Local Plan, and in December 2017 a summary of comments received was reported to Jobs and Economy Committee. The Committee's recommendation will be reported at this meeting. Officers have now had the opportunity to consider these comments in the detail required, and in appendix 1 is a summary of the most significant recommended changes to the plan from the publication version. A full version of the Part 2 Local Plan, with all changes shown, is circulated separately with the agenda and available to view in the Members' Room and by following the link [here](#).

3. Financial implications

The 2017/18 budget included £80,000 to meet costs incurred on the examination of the Part 2 Local Plan. Expenditure of £292.50 was incurred in 2017/18 and the remaining budget will be carried forward into 2018/19 to meet the anticipated costs.

**Recommendation****That Council RESOLVES that:**

1. **The recommendation of the Jobs and Economy Committee be accepted.**
2. **The Submission Part 2 Local Plan Development Plan Document be approved and its accompanying information and duly made representations as listed in Appendix 2 to this report to be submitted to the Secretary of State for Examination in Public.**
3. **The Head of Neighbourhoods and Prosperity in consultation with the Chair of the Jobs and Economy Committee be authorised to submit all necessary supporting evidence and approve any further changes to the Part 2 Local Plan including drafting or other minor editing changes which do not materially affect the approved policies.**
4. **The Head of Neighbourhoods and Prosperity in consultation with the Chair of the Jobs and Economy Committee be authorised to consider and approve consultation on any changes required to the Part 2 Local Plan to make it sound as a result of the Examination in Public.**
5. **The Inspector be requested to recommend any modifications which are necessary to make the Part 2 Local Plan sound, under section 20 (7C) of the Planning and Compulsory Purchase Act 2004 (as amended).**

**List of appendices**

Appendix 1 – Summary of the most significant changes to the plan

Appendix 2 – Submission Documents

**Separate documents attached**

Local Development Scheme

Schedule of changes

Policies map

## APPENDIX 1

**Summary of the most significant recommended changes to the plan**Chetwynd:

- Recognition that the total site capacity is 1500. The housing figure for this plan period remains 500 (up to 2028) and this together with any uplift must be planned in a comprehensive manner with provision of the necessary infrastructure
- Clarification and strengthened GI – including. specific reference to Hobgoblin wood, links through the site
- The need for a North/South link Road has been added in (development should not compromise this)
- Heritage protection been made Key requirement (previously it was an aspiration)
- Traffic/Transport to be considered comprehensively with the Toton Strategic Location for growth.

Toton:

- Links to the Growth Strategy strengthened
- Traffic/Transport to be considered comprehensively with Chetwynd
- The provision of Green Infrastructure strengthened.

Bramcote:

- Number of houses increased from 300 to 500. This is achievable as the Local Wildlife Site has been reviewed and the area of ecological value is smaller than previously anticipated and the Hillside Gospel Church land has been included in the residential allocation area. This is to allow for greater certainty that the school can be re-built and also increase the likelihood of a replacement leisure centre
- The aspiration to include a leisure centre has been strengthened with the removal of the qualification 'if required'
- Requirement to mitigate/compensate loss of Local Wildlife Site at equivalent quality
- New Requirement to provide single junction for Bramcote/Stapleford allocations (opposite Sidings Lane) in accordance with the request of Nottinghamshire County Council as the highway Authority
- Local Green Space designation has been changed back to Green Belt as requested by the Neighbourhood Forum
- Clarification and strengthened Green Infrastructure links
- Reference to 'not compromising the stability' regarding removal of vegetation on the cutting.

Stapleford:

- Clarification and strengthened Green Infrastructure links
- New Requirement to provide single junction for Bramcote/Stapleford allocations (opposite Sidings Lane) in accordance with the request of Nottinghamshire County Council as the highway Authority.

Severn Trent:

- Housing number reduced from 150 to 100 due to delivery issues
- Site size has reduced
- Horses field to rear of Cornwall Avenue now Local green space
- New requirement for a stand-off distance from Sewage treatment works and household waste recycling centre
- Cycling reference has been included (as well as existing walking)
- Hedgerows to be retained
- Mitigation for nearby sports pitch.

Maltings:

- Green Infrastructure along edge of the railway line
- Allocation boundary has been amended to include the garage to the south.

Beeston Cement Depot:

- Housing number has increased from 21 to 40
- Green Infrastructure added along the edge of the railway line.

Awsworth:

- Strengthened Green Infrastructure to clarify improve pedestrian and cycling links along the bypass
- Heritage requirement re: setting of assets including viaduct (Historic England request)
- Toad protected measures to be included (if toads are found).

Brinsley:

- Strengthen Green Infrastructure including land to the south of the allocation for flood mitigation, planting and public access
- Retain hedges
- Change 'conserve' to 'preserve' re: view from St James Church (Historic England request)
- New requirement for traffic calming measures.

Eastwood:

- Green Infrastructure and habitat corridors provided through the site.
- Remove 30 extra care requirement and replace with a new requirement for a health facility
- SuDS provision added at the north of the site
- Dual access road, to reduce congestion on surrounding roads.

Kimberley:

- Green Infrastructure routes added
- Specific reference to Great Northern Path.

South of Kimberley Road:

- Green Infrastructure routes (not to be built on) to include land to the rear of houses on Eastwood Road at the eastern half of the allocation
- Specific reference to Great Northern Path.

Square:

- New requirement for active ground floor frontages
- New requirement public realm enhancements
- New requirement pedestrian and cycling links to and from the site
- Housing numbers clarified at 132.

**Submission documents**

Subject to Council approval the Core Strategy will be submitted to the Secretary of State along with:

- a) Schedule of Proposed Changes (July 2018). This is attached in full as a separate Appendix to this report.
- b) Policies Map. This is attached in full as a separate Appendix to this report.
- c) Consultation Statement (Regulation 22 Statement) (July 2018)
- d) Reports of Consultation
- e) Sustainability Appraisal Report including Habitats Regulations Assessment
- f) Equalities Impact Assessment of the Part 2 Local Plan
- g) Copies of all representations made on the Part 2 Local Plan – Publication Version including additional Toton consultation
- h) Statement of Community Involvement

These documents will be available in the Members' Room at least 7 days before the Council meeting.

**Report of the Monitoring Officer****REVISIONS TO THE CONSTITUTION**1. Purpose of report

To recommend approval of revisions to the Constitution.

2. Detail

A review of the Council's constitution is being carried out. This report contains, at appendix 1, details of, and commentary upon, the first tranche of revisions being brought forward for approval and concerns revisions to the Council Procedure Rules, which are proposed to be re-named as Standing Orders. The proposed Standing Orders are set out in appendix 2.

3. Other options

The Council has a legal duty to keep its Constitution up to date. The new content is a mix of updates and proposals to improve the management of meetings, which the Council has a discretion to accept or not.

4. Financial implications

There are no financial implications for this report.

5. Legal implications

As in 3 above.

**Recommendation**

**Council is asked to RESOLVE to approve the revisions to the current Council Procedure Rules and their renaming as "Standing Orders."**

Background papers

Draft working papers

This page is intentionally left blank



**REVISED CONSTITUTION – STANDING ORDERS  
(FORMERLY COUNCIL PROCEDURE RULES)  
PROPOSED CHANGES AND COMMENTARY**

	<b>PROPOSED CHANGE</b>	<b>COMMENT</b>
1.	Title – change to “Standing Orders”.	A reversion to “Standing Orders” is proposed as this is better understood as a term than “Council Procedure Rules”, which was introduced with the national model Constitutions but never really adopted in common usage. Further, since then, some mandatory rules are expressly referred to as “Standing Orders”.
2.	General – use of “Chief Executive” for most administrative duties.	This gives more clarity and resilience on detailed constitutional functions, particularly given frequency of restructures.
3.	S.O. 1.1.3 - “appoint” not elect the Deputy Mayor.	Reflects the legislation.
4.	S.O.3 – Extraordinary meetings: Additional wording regarding statutory officers and councillors’ statutory rights.	Reflects the legislation.
5.	S.O.4 – Duration of meetings: all substantive decisions to be deferred where a meeting has ended before the close of the agenda.	The current S.O. envisaged taking decisions without discussions and could place the Council in a position of weakness if challenged.
6.	S.O.8 – Public Questions: to be available to residents of the borough and those running a business in the borough.	This is a sensible qualification which is line with most Councils’ approach to these schemes.

7.	S.O.9 – Petitions: to be available to residents of the borough and those running a business in the borough. Presentation of a petition by a member of the public to be limited to presenting it and reading the heading.	The current S.O. reflects a national petition scheme which was withdrawn. The amendments give it a local focus and provide a procedure which should encourage a more informed debate.
8.	S.O. 10 – Questions by Members: A reference to Ward Matters has been added to the title.  10.1.2 is unnecessary given that the right is only to ask the question.  10.2.1: three clear working days' notice.	Clarification  Clarification.  Consistency with public questions and giving more time to prepare responses should improve quality.
9.	S.O. 11.5 – The additional words enable the Mayor to make available 'unused' time from the one hour allocation for Members' Questions and Ward Matters to be applied to debating motions, if necessary.	This provides the Mayor with a flexible method of allowing additional time for debating motions.
10.	S.O. 13: Rules of Debate 13.1: Early confirmation of a seconder of a motion is sensible in avoiding wasting time on a un-seconded motion.  13.6.7: Ability of mover and seconder of the original motion to 'accept' an amendment and retain ownership of the motion.  13.9: Rights of reply at the close of debate have been changed to reflect common Council practice.  Flow charts for a main motion debate and an amendment debate have been created.	Sensible time management.  The amendment is intended to reflect a local practice at Council meetings which was not in accordance with the Council Procedure Rules.  The changes recognise that an amendment debate should be treated as a debate in its own terms and that, when an amendment succeeds, 'ownership' of the amended (substantive) motion passes to the mover of the successful amendment.  These are intended to clarify the application of complex rules of debate.
11.	S.O. 14.1: 6 month rule, 25% of members to apply at Committee	The current Standing Order is drafted on the basis of 10 councillors for a Council meeting. The proposed 25% formula is

		intended to broadly equate to this at Committee.
12.	S.O. 15.4 – Recorded Vote: if members want a recorded vote the change clarifies that it should be requested before the vote is taken.	Clarification.
13.	S.O.21 – Suspension of S.Os.: the change is to clarify that the ability to suspend really only relates to rules concerning the management of the meetings eg time limits, speaking once, duration etc.	Clarification.
14.	S.O.24 – Emergency Powers: These have been inserted into Standing Orders given the need to report their exercise to the next meeting of the Council.	The procedural requirement to report back to Council is now reflected within the Council’s Standing Orders and reflects common practice.
15.	S.O.25 – Sealing: it is standard practice for Standing Orders to authorise the sealing of documents.	Reinstatement following deletion in a previous review.
16.	S.O.26 – Election of Members and Resignation of Office by Members.	This reflects Local Government Act 1972 requirements and consequences for reporting to a Council meeting.
17.	S.O.27 – Filming, video etc: the Standing Order reflects the national position on enabling public engagement.	Legal compliance. The Standing Orders summarise the public’s rights which are set out in more detail in a protocol.

This page is intentionally left blank

# **Broxtowe Borough Council Constitution**

## **Document No. 2 – Standing Orders**

## Contents

## STANDING ORDERS

### 1 Annual Meeting of the Council

#### 1.1 Timing and business

In a year when there is an ordinary election of councillors, the annual meeting will take place on the second Wednesday following the first Thursday in May. In any other year, the annual meeting will take place in the month of May.

The annual meeting will:

- 1.1.1 elect a person to preside if the Mayor and Deputy Mayor of the Council are not present;
- 1.1.2 elect the Mayor of the Council;
- 1.1.3 appoint the Deputy Mayor of the Council;
- 1.1.4 approve the minutes of the last meeting;
- 1.1.5 receive any announcements from the Mayor;
- 1.1.6 note the Leader of the Council, the Leader of the Opposition and the Leader of any other group;
- 1.1.7 appoint the committees the Council considers appropriate to deal with matters which are not reserved to the Council (as set out later in this Constitution);
- 1.1.8 agree the scheme of delegations or such part of it as the Constitution determines it is for the Council to agree (as set out later in this Constitution);
- 1.1.9 consider any business set out in the notice convening the meeting.

## 1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council meeting will:

- 1.2.1 decide the allocation of seats to political groups in accordance with the political balance rules;
- 1.2.2 make appointments to outside bodies except where appointment to those bodies has been delegated by the Council;
- 1.2.3 appoint the Chairs and Vice-Chairs of committees;
- 1.2.4

note that either the Leader of the Council or another Councillor being their nominated representative, and either the Leader of the Opposition or another councillor being their nominated representative, have the right to attend any of the Council's committees and to speak and vote thereat provided that such nominated representatives may not be in attendance at the same meeting as their respective Leaders.

## 2 **Ordinary Meetings**

Ordinary meetings of the Council will take place in accordance with a programme decided at a previous meeting. The order of business at ordinary meetings will be as follows:

- 2.1 elect a person to preside if the Mayor and Deputy Mayor are not present;
- 2.2 approve the minutes of the last meeting;
- 2.3 receive any declarations of interest from members;
- 2.4 receive any announcements from the Mayor;
- 2.5 receive a report from the Leader and receive questions and answers on the report if any;
- 2.6 receive questions from, and provide answers to, the public in relation to matters which in the opinion of the Chief Executive are relevant to the Council's functions (subject to 8.5);
- 2.7 business which, in the opinion of the Mayor or Chair, should be considered at the meeting as a matter of urgency;
- 2.8 receive petitions in relation to matters which in the opinion of the Chief Executive are relevant to the Council's functions;



- 2.9 receive items referred from the Council's committees or questions from members on the business of the committees (other than those provided under Rule 10 but subject to the time constraints contained in Rule 10);
- 2.10 consider any other business specified in the summons to the meeting;
- 2.11 consider motions;
- 2.12 receive a presentation from the Youth Mayor (and/or the Deputy Youth Mayor), by invitation, for up to five minutes on the activities of Broxtowe Youth Voice (the Youth Mayor and/or the Deputy Youth Mayor will have the right to speak, but not to vote, on any item on the agenda at a full Council meeting whether annual or ordinary with the rules on speaking being as per these Standing Orders);
- 2.13 receive questions from councillors to those representing the Council on outside bodies;
- 2.14 deal with questions from councillors in accordance with Rule 10.
- 2.15 approve a programme of ordinary meetings of the Council and committees for the year at an appropriate time. The Council meeting to consider the budget shall be limited to only that substantive item unless by agreement of the Mayor.
- 2.16 approve amendments to the membership of committees;

### 3 **Extraordinary Meetings**

#### 3.1 Calling extraordinary meetings

The Chief Executive or in their absence, the Deputy Chief Executive may call Council meetings in addition to ordinary meetings and those listed below may request the Chief Executive or in their absence, the Deputy Chief Executive to call additional Council meetings:

- 3.1.1 the Council by resolution;
- 3.1.2 the Mayor of the Council;
- 3.1.3 any five members of the Council if they have signed a requisition presented to the Mayor of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven clear working days of the presentation of the requisition;
- 3.1.4 the Head of Paid Service, the Section 151 Officer or the Monitoring Officer, respectively, in the exercise of their statutory duties

### 3.2 Business

The business to be conducted at an extraordinary meeting shall be restricted to the item of business contained in the request for the extraordinary meeting and there shall be no consideration of previous minutes or reports from committees etc. except that the Mayor may at their absolute discretion permit other items of business to be conducted for the efficient discharge of the Council's business within the provisions of the law.

## 4 Time, Place and Duration of Meetings

### 4.1 Time and Place of Meetings

The time and place of meetings will be determined by the Chief Executive and notified in the summons.

### 4.2 Duration of Meetings

4.2.1 At an ordinary meeting of the Council, when two hours have elapsed after the commencement of the meeting, or where an item of business considered as opposition priority business has been considered for not less than half an hour, whichever is later, a member of the Council may move without comment, that the meeting shall end at a time to be specified in the motion. The Mayor shall, at the conclusion of the debate on the item of business then under consideration, put the matter to the vote.

4.2.2 If there are other motions or recommendations on the agenda that remain to be dealt with, and require decisions, they will be deferred to the next meeting

4.2.3 During the process set out in paragraphs 4.2.1 and 4.2.2 above the only other motions which may be moved are that a matter be withdrawn or deferred under Rule **Error! Reference source not found.**, that a particular Rule be suspended under Rule 21.1 or that a matter be delegated to a committee or sub-committee for decision or report under Rule 8.10.

4.2.4 When all motions and recommendations have been dealt with, the Mayor will declare the meeting closed.

## 5 Notice of and Summons to Meetings

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear working days before a meeting, the Chief Executive will send a summons signed by him/her to every member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

## 6 **Chair of 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.

## 7 **Quorum**

The quorum of a meeting will be one quarter of the whole number of councillors. During any meeting if the Mayor counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

## 8 **Questions by the Public**

### 8.1 General

Members of the public who are residents of the borough or run a business in the borough may ask one question of the Chair of a committee at ordinary meetings of the Council.

The total time allocated for questions by the public is limited to 15 minutes in total and no more than 5 minutes per question.

### 8.2 Order of questions

Questions will be asked in the order in which notice of them was received, except that the Mayor may group together similar questions.

### 8.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than midday three working days before the day of the meeting. Each question must give the name and address of the questioner.

### 8.4 Number of questions

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

### 8.5 Scope of questions

The Chief Executive may reject a question if it:

8.5.1 is not about a matter for which the Council has a responsibility or which affects the Borough;

- 8.5.2 is defamatory, frivolous or offensive;
- 8.5.3 is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- 8.5.4 requires the disclosure of confidential or exempt information.

#### 8.6 Record of questions

Copies of all questions will be circulated to all councillors and will be made available to the public attending the meeting.

#### 8.7 Asking the question at the meeting

The Mayor will invite the questioner to put the question to the councillor named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

#### 8.8 Supplementary question

There will be no right for a member of the public to put a supplementary question.

#### 8.9 Written answers

Subject to the provisions of paragraph 8.7, any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the councillor to whom it was to be put, will be dealt with by a written answer.

#### 8.10 Reference of question to a committee

No discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

### 9 **Petitions from the Public**

#### 9.1 Notice of Petition

If a resident of the borough or someone running a business in the borough wishes to present a petition to a Council meeting, notice must be given at least 7 working days before the meeting and the petition must have over 1,000 signatures (the signatories must either be resident of the borough or someone running a business in the borough). Otherwise a petition must be presented through a councillor.

## 9.2 Presentation of petitions

- 9.2.1 The petition organiser, or councillor, will be allowed to present the petition at the meeting. Only one person may speak to present a petition and any such presentation shall be limited to those words heading the presentation.. There will be no more than two petitions at any Council meeting.
- 9.2.2 The Council will then debate the petition for a maximum of 15 minutes at the next Council meeting, unless the Mayor decides that urgent circumstances warrant an immediate debate
- 9.2.3 The Mayor will call upon the Chair of the Committee within whose remit the subject of the petition falls to make a proposal at the next meeting in respect of the petition Such a proposal shall be to::
- (a) take the action the petition requests;
  - (b) not to take the action requested;
  - (c) or commission further investigation into the matter by the relevant Committee;
  - (d) The proposal shall be put to the vote.
  - (e) The petition organiser will receive written confirmation of this decision which will also be published on the Council's website.

## 9.3 Number of Petitions

At any one meeting no person or organisation may present more than one petition.

## 9.4 Scope of Petitions

The Chief Executive may reject a petition if it:

- 9.4.1 is vexatious, abusive or otherwise inappropriate;
- 9.4.2 relates to a planning decision;
- 9.4.3 relates to a licensing decision;
- 9.4.4 relates to any other matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
- 9.4.5 requires the disclosure of confidential or exempt information;

9.4.6 is outside of the Council's scope of business.

## 10 **Questions by Members and Ward Matters**

### 10.1 Questions on notice at full Council

10.1.1 Subject to Rule 10.2, a member of the Council may ask:

- (a) the Mayor;
- (b) the Leader;
- (c) the chair of any committee or sub-committee,

a question on any matter in relation to which the Council has powers or duties or which affects the Borough or in the case of (c) falls within the terms of reference of that committee or sub-committee..

10.1.2 Not used

10.1.3 The total time permitted for members' questions and ward matters will be 1 hour;

### 10.2 Notice of questions

A member may ask a question under Rule 10.1 if:

10.2.1 they have given notice of the question in writing or by electronic mail no later than midday three clear working days before the day of the meeting to the Chief Executive; or

10.2.2 if the question relates to urgent matters, they have the consent of the Mayor or member to whom the question is to be put and the content of the question is given to the Chief Executive by 12 noon on the day of the meeting; or

### 10.3 10.3 One question per member

A member may ask only one question under Rule 10.1 except with the consent of the Mayor of the Council, or the Chair [or Vice Chair] of a Committee or Sub-Committee other than under rule 10.8.

### 10.4 Order of questions

Questions of which notice has been given under Rule 10.1 will be listed on the agenda in the order determined by the Mayor of the Council.

### 10.5 Content of questions

Questions under Rule 10.1 must, in the opinion of the Mayor relate to matters on which the Council has or may determine a policy.

## 10.6 Response

An answer may take the form of:

- 10.6.1 a direct oral answer at the meeting;
- 10.6.2 where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- 10.6.3 where the reply cannot conveniently be given orally, a written answer shall be delivered within 10 working days .

## 10.7 Supplementary question

A member asking a question under Rule 10.1 may ask one supplementary question without notice of the member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

## 10.8 Length of speeches

A member asking a question under Rule 10.1 and a member answering such a question may speak for no longer than five minutes unless the Mayor consents to a longer period.

## 10.9 Ward matters

- 10.9.1 A member may speak on ward matters if either:
  - (a) they have given notice in writing no later than midday three working days before the day of the meeting to the Chief Executive and 'or
  - (b) the ward matter relates to urgent matters, they have the consent of the Mayor and the content of the ward matter is given to the Chief Executive by 12 noon on the day of the meeting.
- 10.9.2 A Member may make only one speech on ward matters except with the consent of the Mayor of the Council.
- 10.9.3 Speeches on ward matters of which notice has been given under Rule 10.9 will be listed on the agenda in the order determined by the Mayor of the Council.

## 10.10 Length of speeches

A member speaking on ward matters may speak for no longer than five minutes and the total time allotted to ward matters in any one meeting

shall not exceed 30 minutes unless the Mayor consents to a longer period.

## 11 **Motions on Notice**

### 11.1 Notice

Except for motions which can be moved without notice under Rule 12, written notice of every motion, must be delivered to the Chief Executive not later than 5.00pm on the seventh working day before the Council meeting at which it is to be considered. Motions received will be recorded and open to public inspection.

### 11.2 Motion set out in agenda

Motions for which notice has been given will be listed on the agenda in the order determined by the Mayor.

### 11.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the Borough.

### 11.4 One motion per member

No member may give notice of more than one motion for any Council meeting, except with the consent of the Mayor.

### 11.5 Time Allowed for Motions

The time allowed for consideration of motions submitted under this Rule shall not, without the consent of the Council, exceed 30 minutes although the Mayor, at his or her discretion, may make available for debates on motions, any time not used from the one hour allocation for Questions by Members and Ward Matters under Standing Order 10. At the conclusion of the speech being delivered at the expiry of 30 minutes (or such longer period to which the Council has consented) from the commencement of the Council's consideration of the first such motion, the Mayor shall put to the vote, without further discussion, all the questions necessary to dispose of the motion then under debate provided that:

11.5.1 if the speech to be concluded is a speech proposing a motion, the Mayor shall allow the motion to be formally seconded (without comment);

11.5.2 if the speech to be concluded is a speech moving an amendment to the motion, the Mayor shall allow the amendment to be formally seconded (without comment) and the mover of the motion to exercise their right of reply; and



- 11.5.3 otherwise, the Mayor shall allow the mover of the motion to exercise their right of reply.

Any remaining motions submitted under this Rule shall be deferred to the next ordinary meeting of the Council and shall be dealt with at that meeting in the same order and before any other motions of which notice is given for that meeting.

## 12 **Motions without Notice**

The following motions may be moved without notice:

- 12.1 to appoint a Chair of the meeting at which the motion is moved;
- 12.2 in relation to the accuracy of the minutes;
- 12.3 to change the order of business in the agenda;
- 12.4 to refer something to an appropriate body or individual;
- 12.5 to appoint a committee or member arising from an item on the summons for the meeting;
- 12.6 to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- 12.7 to withdraw a motion;
- 12.8 to amend a motion;
- 12.9 to proceed to the next business;
- 12.10 that the question be now put;
- 12.11 to adjourn a debate;
- 12.12 to adjourn a meeting;
- 12.13 to suspend a particular Standing Order;
- 12.14 to exclude the public and press in accordance with the Access to Information Procedure Rules;
- 12.15 to not hear further a member named under Rule 19.3 or to exclude them from the meeting under Rule 19.4; and
- 12.16 to give the consent of the Council where its consent is required by this Constitution.

## 13 **Rules of Debate**

- 13.1 No speeches until confirmation of seconder

Before commencing their speech supporting their motion, the mover of a motion shall indicate to the Mayor which Councillor is to second the motion, and that Councillor will confirm this to the Mayor, following which the mover will commence their speech. If that Councillor does not confirm this, then the Mayor will ask if any other Councillor will second the motion. If a Councillor confirms this, then the mover can commence their speech. If not the Mayor will rule that the motion fails. No speeches may be made until after the motion has a confirmed seconder.

### 13.2 Right to require motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

### 13.3 Seconder's speech

When seconding a motion or amendment, a Councillor may reserve their speech until later in the debate.

### 13.4 Content and length of speeches

13.4.1 Speeches must be directed to the question under discussion or to a personal explanation or point of order.

13.4.2 A speech by the mover of a motion may not exceed five minutes without the consent of the Major

13.4.3 The time limit does not apply to speeches by officers in presenting reports or advising the Council on any matter.

13.4.4 Immediately following the seconder speaking on a motion or reserving their right to speak until later in the debate, the Mayor shall ask the leader of the main opposition group to speak on the motion, or nominate a councillor to speak next on the motion. A speech under this section may not exceed 5 minutes without the consent of the Major

### 13.5 When a Councillor may speak again

A Councillor who has spoken on a motion may not speak again whilst it is the subject of debate, except:

13.5.1 to speak once on an amendment moved by another Councillor;

13.5.2 to move a further amendment if the motion has been amended since he/she last spoke;

- 13.5.3 if his/her first speech was on an amendment moved by another Councillor, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
  - 13.5.4 in exercise of a right of reply;
  - 13.5.5 on a point of order; and
  - 13.5.6 by way of personal explanation.
- 13.6 Amendments to motions
- 13.6.1 An amendment to a motion must be relevant to the motion and will either be:
    - (a) to refer the matter to an appropriate body or individual for consideration or reconsideration
    - (b) to leave out words
    - (c) to leave out words and insert or add others; or
    - (d) to insert or add words,as long as the effect of (b) to (d) is not to negate the motion.
  - 13.6.2 Subject to (13.6.6) below, only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
  - 13.6.3 If an amendment is not carried, other amendments to the original motion may be moved.
  - 13.6.4 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion upon which further speakers may be invited and to which any further amendments are moved.
  - 13.6.5 After an amendment has been carried, the Mayor will read out the amended motion before inviting any further speakers upon it as the substantive motion or accepting any further amendments to it, or if there are none, and after the right to reply has been offered put it to the vote.
  - 13.6.6 The Mayor may determine on the presentation of a report and recommendation being proposed and seconded, that the motions and any subsequent amendments would be debated together. In this case, at the conclusion of the debate, the amendments will be voted on separately in the order in which they were proposed.

13.6.7 Before any speeches on an amendment that has been proposed, the Mayor shall ask the mover and seconder of the original motion or substantive motion whether they are prepared to accept the amendment. If they are, the amendment will be treated as an alteration under Standing Order 13.7. If they are not, then the amendment will be debated.

### 13.7 Alteration of motion

13.7.1 A Councillor may alter a motion of which he/she has given notice in accordance with Standing Order 11 with the consent of the meeting. The meeting's consent may be signified without discussion.

13.7.2 A Councillor may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent may be signified without discussion.

13.7.3 Only alterations which could be made as an amendment may be made.

### 13.8 Withdrawal of motion

A Councillor may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent may be signified without discussion. No Councillor may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

### 13.9 Rights of reply

13.9.1 At close of a main motion (i.e. un-amended) debate:

(a) the mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

13.9.2 At close of an amendment debate:

(a) the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it;

(b) the mover of the amendment shall also have the right of reply at the close of the debate immediately prior to the closing speech by the mover of the original motion.

13.9.3 At close of substantive motion (i.e. after an amendment to a main motion has been carried) debate:

- (a) the mover of the successful amendment shall have a right of reply at the end of any debate on the substantive motion.

### 13.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- 13.10.1 to withdraw a motion;
- 13.10.2 to amend a motion;
- 13.10.3 to proceed to the next business;
- 13.10.4 that the question be now put to the vote;
- 13.10.5 to adjourn a debate;
- 13.10.6 to adjourn a meeting;
- 13.10.7 to extend the length of the meeting;
- 13.10.8 to exclude the public and press in accordance with the Access to Information Procedure Rule; and
- 13.10.9 to not hear further a Councillor named under Standing Order 19.3 or to exclude them from the meeting under Standing Order 19.4.

### 13.11 Closure motions

- 13.11.1 A Councillor may move, without comment, the following motions at the end of a speech of another Councillor:
  - (a) to proceed to the next business;
  - (b) that the question be now put;
  - (c) to adjourn a debate; or
  - (d) to adjourn a meeting.
- 13.11.2 If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- 13.11.3 If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

13.11.4 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will give the mover of the original motion or an amendment, or a substantive motion (as the case may be) a right of reply and then put the procedural motion to the vote.

#### 13.12 Point of order

A Councillor may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Standing Orders or the law. The Councillor must indicate the order or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

#### 13.13 Personal explanation

A Councillor may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Councillor which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

### 14 **Previous Decisions and Motions**

#### 14.1 Motion to rescind a previous decision

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 ten members or in the case of a committee, 25 % of the committee's membership

#### 14.2 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 ten members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

### 15 **Voting**

#### 15.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

#### 15.2 Mayor's casting vote

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

### 15.3 Method of voting

Unless a recorded vote is demanded under Rule 15.4 the Mayor will take the vote by show of hands or, if there is no dissent, by the affirmation of the meeting.

### 15.4 Recorded vote

If, before a vote is taken on any motion or recommendation, five members present at the meeting request the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. Unless in the case of Committees where a request by two members present will be sufficient to require a recorded vote to be taken

### 15.5 Right to require individual vote to be recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

### 15.6 Recorded votes at budget meetings

A recorded vote is required when members take formal decisions about expenditure on local services and council tax levels for the year ahead.

### 15.7 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## 16 **Minutes**

### 16.1 Signing the minutes

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

### 16.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule

12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

### 16.3 Form of minutes

Minutes will contain all motions and amendments in the form and order the Mayor put them.

## 17 **Record of Attendance**

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

## 18 **Exclusion of Public**

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in this Constitution or Rule 20 (Disturbance by Public).

## 19 **Members' Conduct**

### 19.1 Speaking at meetings

When a Member speaks at full Council he/she must address the meeting through the Mayor. If more than one member signifies their intention to speak, the Mayor will ask one to speak. Other Members must remain silent whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

### 19.2 Mayor speaking

When the Mayor speaks during a debate, any member speaking at the time must stop.

### 19.3 Member not to be heard further

If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

### 19.4 Member to leave the meeting

If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.



## 19.5 General disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

## 20 **Disturbance by Public**

### 20.1 Removal of member of the public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

### 20.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

## 21 **Suspension and Amendment of Standing Orders**

### 21.1 Suspension

The following Standing Orders may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present : Standing Orders 4.2, 8 to 14. Suspension can only be for the duration of the meeting.

### 21.2 Amendment

Any motion to add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## 22 **Application to Committees and Sub-Committees**

All of the Standing Orders apply to meetings of full Council. Only Standing Orders 4 - 7, 10 - 21 apply to meetings of Committees and Sub-Committees (with 'Mayor' being read as 'Chairperson' and 'Council meeting' being read as the last meeting of the relevant Committee or Sub-Committee). .

## 23 **Appointment of Substitute Members on Council Bodies**

23.1 Subject to any other restrictions elsewhere in the Constitution, any Member of the Council will be permitted to act as a substitute on a committee or subcommittee of the Council, subject to meeting the training requirements.

23.2 The Monitoring Officer may consider a request from a Member of a committee or subcommittee of the Council to appoint a substitute Member, providing that substitute Member is from the same political group.

- 23.3 In order to be eligible to sit as substitutes on regulatory or quasi-judicial Committees or Standards issues or panels or staff appointments or disciplinary bodies established by the Council, Members must have received formal training in relevant procedures and the law.
- 23.4 Substitute Members will have all the powers and duties of any ordinary Member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.
- 23.5 Substitute Members may attend meetings in that capacity only:
- 23.5.1 to take the place of the ordinary Member for whom they are designated substitute;
  - 23.5.2 where the ordinary Member will be absent for the whole of the meeting;
  - 23.5.3 if there are named substitutes, then the substitute must be a named substitute
- 23.6 The relevant committee or subcommittee of the Council must be notified of the substitute prior to the commencement of the meeting of the relevant committee or subcommittee of the Council.

## 24 **Emergency powers**

In consultation with the Leader of the Council, the Chief Executive has the power to authorise the taking or carrying out of action, notwithstanding anything in the Council's Standing Orders, Financial Regulations all other delegations, where he/she considers that circumstances exist that make it expedient or necessary for action to be taken prior to the time when such action could be approved through the normal Council procedures. A report on such action, and the circumstances justifying the exercise of the delegated powers, shall be made to the next meeting of the Council as appropriate.

## 25 **Sealing**

- 25.1 The common seal of the Council shall be kept in a safe place in the custody of the legal team.
- 25.2 The common seal of the Council shall only be affixed to a document on the authority of a proper officer, as determined in the Proper Officer Functions delegation or otherwise on the authority of the Council, a Committee or other officer with delegated authority to commit the Council to enter into an instrument to which the Council's seal should be affixed.
- 25.3 An entry of every sealing of a document shall be made, and numbered consecutively, in a book kept for that purpose by the Monitoring Officer, and shall identify the persons who shall have attested the seal and the date when the seal was affixed. The seal may be witnessed and attested by any employee or member of the Council.

## 26 **Election of Members and Resignation of Offices by Members**

- 26.1 The regular election of members will be held on the first Thursday in May every four years beginning in 2015. The terms of office of members will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.
- 26.2 For the purpose of clarity, if the Mayor, or the Deputy Mayor, wish to resign their offices (under sub-sections (2) of sections 3 and 5 of the Local Government Act 1972 respectively) and continue as ordinary members of the Council, they shall do so in writing, and such resignation shall be delivered to the Chief Executive and shall be accepted by the Council as operative from the moment when it was delivered to the Chief Executive.
- 26.3 If the Leader of the Council, the Deputy Leader of the Council, the Leader or Deputy Leader of any political group or the Chair or Vice-Chair of a committee wishes to resign their office they should do so in writing following the procedure in Standing Order 26.2 above and the Deputy Leader of the Council shall, at the same time as delivering to the Chief Executive a written communication as to his resignation, deliver a communication in similar terms to the Leader of the Council.

Any resignation shall be reported to the next meeting of the Council, or the committee concerned and successors shall be appointed (in the case of the Leader by the Council or the chair of a committee as soon as practicable).

## 27 **Filming, videoing, photography and audio recording**

- 27.1 The filming and recording of public meetings of the Council is allowed, however it is required to be in accordance with the filming, videoing, photography and audio recording policy (as amended from time to time)

This page is intentionally left blank