

DOCUMENTATION/FUNCTION - COUNCIL PROCEDURE RULES

IMPLEMENTATION				
Target Population	Members, Chief Executive, Directors and Assistant Directors			
Duty	To put in place proper arrangements and rules to ensure that the Council operates efficiently, effectively and in accordance with recognised standards which comply with statutory requirements and government guidance			
Training Requirements	Members Induction and Departmental Management Teams Training Sessions			
Lead Officer	Assistant Director, Law and Governance and Monitoring Officer			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Rules covered at Officer/Members Induction.	On taking up post/seat	% of Members stating that they are aware of the content of the Rules which ensure the Council complies with appropriate procedures in the way in which it carries out its business.	Assistant Director, Law and Governance
	Copies of rules available at all Council Meetings.	Every meeting		
	Training for Members on request.	Ongoing	% of Members of DMTs stating that they are aware of the content of the Rules.	Assistant Director, Law and Governance
	DMT Briefings			
	1:1 training for new Mayor with the Monitoring Officer	After Annual Meeting and before first Ordinary Council meeting	Equipping the Mayor with appropriate knowledge and guidance	Assistant Director, Law and Governance
	'How to' procedural guides produced with separated out procedural stages of possible meeting issues (e.g. dealing with amendments, disruption etc.). Includes suggested words for the mayor to use	At above training session	Awareness raising and practical help guides	Assistant Director, Law and Governance

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<p>MONITORING (keeping it effective – recording when it happens)</p>	<p>Mayor, Assistant Director, Law and Governance ensure compliance with rules at Council Meetings.</p>	<p>Every meeting</p>	<p>Rules complied with</p>	<p>Assistant Director, Law and Governance</p>
<p>REVIEW (keeping it up to date)</p>	<p>Annual Review by Council incorporating statutory changes.</p>	<p>May each year</p>	<p>Rules remain up to date and relevant</p>	<p>Assistant Director, Law and Governance</p>