

**Report of the Presiding Member, Monitoring Officer & Head of
Democratic Services**

Council - 5 December 2024



**Amendments to Council Constitution - Review
of Council Procedure Rules 22, 23 & 24 relating
to Councillors Questions**

Executive Summary	
Purpose of Report:	
To make amendments to simplify, improve and / or add to the Council Constitution. A decision of Council is required to change the Council Constitution.	
To amend Council Procedure Rules 22, 23 & 24 relating to Councillors Questions.	
Recommendation(s). It is recommended that:	
1)	Council Procedure Rules 22, 23 & 24 of the Council Constitution be amended to reflect the proposals outlined in Paragraph 5 of the report.
Decision-Making Authority www.swansea.gov.uk/constitution :	
Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):	
<input type="checkbox"/> Article 4 “The Council Meeting”	<input type="checkbox"/> Financial Procedure Rules
<input type="checkbox"/> Scheme of Delegation	<input type="checkbox"/> Land Transaction Procedure Rules
<input type="checkbox"/> Terms of Reference	<input checked="" type="checkbox"/> Other “Please Specify”
<input type="checkbox"/> Contract Procedure Rules	<input type="checkbox"/> Not Applicable. Explain Why
The proposed amendment requires an amendment to the Council Procedure Rules within the Council Constitution.	
Corporate Plan Wellbeing Objectives:	
Select which Wellbeing Objectives are relevant to this report (Please tick all that apply):	
<input type="checkbox"/> Education & Skills	<input type="checkbox"/> Tackling Poverty & Enabling Communities
<input type="checkbox"/> Economy & Infrastructure	<input type="checkbox"/> Transformation & Financial Resilience
<input type="checkbox"/> Nature Recovery & Climate Change	<input type="checkbox"/> All
<input type="checkbox"/> Safeguarding	<input checked="" type="checkbox"/> Not Applicable
Relevance to Corporate Plan Wellbeing Objectives:	
This report relates to an internal administrative issue which is not linked to the Corporate Plan Objectives.	
Reviewed and approved by:	
Access to Services, Finance, Legal, & Relevant Cabinet Member / Committee Chair.	
Report Author & Job Title:	Huw Evans, Head of Democratic Services.

1. **Introduction**

2. Councillors can ask Councillors Questions at an Ordinary Meeting of Council by virtue of Council Procedure Rules 22, 23 & 24. However, if an Ordinary Meeting of Council is cancelled, any submitted Councillors Questions fall. This report sets out a proposal to address this.

3. **Advice**

4. The proposal effectively roles Councillors Questions submitted to the following Ordinary Meeting of Council, adds a second Councillors Questions item to the agenda and adds a further 30-minutes for them to be considered. This proposal helps to maintain the democratic process of holding the Executive to account.

5. It is proposed that Council Procedure Rule 22 “Councillors Questions” be amended to include the following:

“Councillor Questions & the Cancellation of an Ordinary Meeting of Council

In the event of an Ordinary Meeting of Council being cancelled, the Council Procedure Rules relating to Councillors Questions remain unaffected i.e.:

- 1) *The deadline for submission of Councillors Questions to the cancelled Ordinary Meeting of Council remains. Councillors should submit their allocation of Councillors Questions to the Democratic Services (DS) Team accordingly.*
- 2) *An additional Period of 30-Minutes shall be added to the next Ordinary Meeting of Council.”*

6. **Stakeholder Participation**

7. The Political Group Leaders, Chief Executive and Monitoring Officer have been consulted and support the proposal.

8. **Risk and Issues Assessment**

9. There are no risks associated with this report.

10. **Integrated Assessment Implications**

11. The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure. Further information is available at www.swansea.gov.uk/IIA

12. An Integrated Impact Assessment (IIA) screening has been undertaken and no adverse implications have been noted.

13. **Financial Implications**

14. There are no additional financial implications for the Council arising from the recommendations in this report.

15. **Legal & Governance Implications**

16. There are no additional legal & governance implications for the Council arising from the recommendations in this report.

Appendices:

None.

Background Papers:

None.