

**MEMBERS ITEMS ON THE EXECUTIVE, POLICY & REVIEW
PANELS AND REGULATORY COMMITTEES**

Administrative Rules

Introduction

(a) The Executive

Rule 1.16 of the executive procedure rules enables any member to ask for an item to be put on the agenda of an Executive meeting for consideration. The notice of the meeting will give the name of the councillor who asked for the item to be considered. This member will be invited to attend the meeting. The Executive may decide not to consider the item if the member does not attend.

(b) Policy & Review Panels

Rule 8 of the Policy & Review Procedure Rules enables any member who is not a member of the Policy and Review Panel to give written notice to the democratic services manager that they wish an item to be included on the agenda of a relevant Policy and Review Panel. If the democratic services manager receives such a notification, then he/she will include the item on the agenda of the Policy and Review (Oversight) Panel for consideration, as to whether the matter should be included in a future work programme.

(c) Regulatory Committees

Standing Order 61 enables any member to require an item of business relating to the functions of the city council to be included on the agenda for the next available relevant regulatory committee or sub committee. The regulatory committee may decide not to consider the item if the member does not attend.

(d) Matters Previously Considered

Standing order 61(b) provides that no member may require an item of business to be included on an agenda if the subject matter has been considered by the city council, the Executive, a committee or panel within the preceding six months.

Procedural Rules

(i) The member concerned should notify the democratic services manager in writing (or by e-mail) of -

(a) the subject matter and

(b) those aspects which the member wishes to be considered by the Executive, policy & review panel or regulatory committee.

(ii) The notification must be received by the democratic services manager not later than noon on the twelfth working day preceding the published date for a meeting of the Executive, panel or committee concerned.

- (iii) The democratic services manager will notify all relevant Manager's by e-mail on the afternoon of the notification referred to in (ii) above.
- (iv) The democratic services manager will notify the appropriate executive member or chair and vice chair, as the case may be.
- (v) The Agenda will indicate the name of the councillor requesting the item and the report to the meeting shall contain the views and recommendations of the officers concerned.
- (vi) The member concerned will be invited to attend the meeting at which the item is to be discussed.

These administrative rules were adopted by the city council on 28 April 1992 under council minute 202/92, and came into effect from the annual council meeting in 1992. They were revised April 2002 to reflect the new executive arrangements.