

## NOTICES FOR COUNCILLORS

### 1. Questions

- 1.1. Questions must be addressed to the Chairman, or to the Leader of the Council or to a Portfolio Holder or to the Chairman of a Committee. Notice in writing of any question must be emailed to the office of the Director of Corporate Services ([michael.bradbury@staffordshire.gov.uk](mailto:michael.bradbury@staffordshire.gov.uk)) by no later than 1:00 pm on the third working day preceding the Council Meeting i.e. **by not later than 1:00 pm on Monday, 17 May 2021**. All questions and answers will be circulated around the Chamber before the commencement of the meeting.
- 1.2. Questions may be addressed to the Chairman of the Council, the Leader of the Council, any Cabinet Member or a Committee Chairman. The Leader of the Council may refer questions asked of them to the relevant Cabinet Member if they consider it appropriate.
- 1.3. Each Member may submit a maximum of two questions each, however only the first 15 questions received by the Director of Corporate Services before the deadline will be dealt with at the meeting. All other questions will receive a written answer.
- 1.4. Questions and written responses will be circulated to all members at the start of each meeting and will be made available online to accompany the webcast but will not be read out at the meeting.
- 1.5. Each questioner will be entitled to ask up to one supplementary question on each question/answer and the time limit for supplementary questions and answers will be at the sole discretion of the Chairman.

### 2. Notices of Motion

- 2.1. A Notice of Motion must reach, by email, the Director of Corporate Services ([michael.bradbury@staffordshire.gov.uk](mailto:michael.bradbury@staffordshire.gov.uk)) nine clear days before the relevant Meeting of the Council, i.e. **by not later than midnight on Monday, 10 May 2021**. Further information on Notices of Motion can be found in Paragraph 11 of Section 12 of the Constitution.  
**NB. Notices of Motion for the County Council meeting on 22 July 2021 must reach the Chief Executive by not later than midnight on Monday, 12 July 2021.**

## RULES OF DEBATE

### 3. Speaking at Council Meetings

- 3.1. Councillors shall conduct debate politely and with due respect for others.
- 3.2. Councillors shall not use foul or offensive language.

3.3. As far as is possible, Members should use notes for reference where necessary but should avoid reading directly from a script. This will assist with engagement in debate and the ability of the microphones to pick up the sound.

#### **4. Content and Length of Speeches**

4.1. Subject to Paragraph 4.2 below, no Member may speak for more than five minutes during debates by the Council unless the Chairman gives an extension.

4.2. When the Leader of the Council, Cabinet Members nominated by the Leader or Committee Chairmen propose reports to the Council they may speak for up to ten minutes. Members who have been nominated by the Leaders of minority political groups as spokesmen on a report discussed by the Council may also speak for up to ten minutes.

4.3. Members will confine their speeches to the question under discussion or to a personal explanation or a point of order. No Member may question another Member's motives or use offensive expressions to any Member of the Council or Officer.

4.4. The Chairman may call the attention of the Council to continued irrelevancy and tedious repetition or any breach of order by a Member and may direct them to discontinue their speech. If the Member continues to disregard the authority of the Chairman, the Chairman may ask them to retire for the remainder of the sitting. Should a Member refuse to retire the Chairman may order their removal from the meeting.

4.5. The Council operates a 'traffic light' system for speeches. During any speech, the amber light will come on notifying the speaker that they have 60 seconds left.

4.6. Where a Local Member is presenting a petition, they may speak for a maximum of two minutes. The amber light will come on for the final 30 seconds.

4.7. If there is serious disorder or persistent disregard of the authority of the Chairman, the Chairman may, without prejudice to any other powers which they have, direct that the Meeting be suspended for such period as they consider desirable.

## GUIDANCE ON DECLARING DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS - WHAT SHOULD YOU SAY

### DEFINITION OF WHAT IS A DISCLOSABLE PECUNIARY INTEREST

A 'Disclosable Pecuniary Interest' is an interest of yourself or interest known to the Member of relatives and close associates within the following descriptions:

SUBJECT	DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from Staffordshire County Council) made or provided within the relevant period in respect of any expenses incurred by you or your partner in connection with you carrying out duties as a member or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest) and Staffordshire County Council- (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of Staffordshire County Council
Licences	Any licence (alone or jointly with others) to occupy land in the area of Staffordshire County Council for a month or longer
Corporate Tenancies	Any tenancy where (to your knowledge) (a) the landlord is Staffordshire County Council and (b) the tenant is a body in which you or your partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where- (a) that body (to your knowledge) has a place of business or land in the area of Staffordshire County Council; and (b) either-  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class

You are also required to declare a pecuniary interest if an issue being considered at a meeting where you're present affects your or your partner's personal well being or financial position to a greater extent than it affects that of a member of the general public.

### **WHAT SHOULD YOU SAY?**

If you also have a Disclosable Pecuniary Interest you must notify the Chairman of that interest and withdraw from the room when the matter is being discussed.

An example of what you should say

*"I have a disclosable pecuniary interest in item number..... on the agenda. The interest is ..... I shall leave the room when that matter is being discussed"*

### **DECLARING INTERESTS AT FULL COUNCIL**

The Code of Conduct only requires that disclosable pecuniary interests are declared where the matter to which the interest relates is being considered. Some items will be mentioned in the papers for Full Council but are not actually being considered by Full Council. In particular, some items are mentioned in the Leader's Statement as having been dealt with in Cabinet but are not actually mentioned or discussed at full Council. In such circumstances the Monitoring Officer's advice to members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the member has an interest is specifically mentioned or discussed at the Council meeting.