

**LONDON BOROUGH OF BRENT**  
**HIGHWAYS COMMITTEE – 16<sup>th</sup> October 2003**

**REPORT NO /03 FROM**  
**THE BOROUGH SOLICITOR**

**FOR ACTION**

**NAME OF WARDS AFFECTED**  
All Wards

<b>ADOPTION OF HIGHWAYS COMMITTEE PROTOCOL</b>
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**1.0. SUMMARY**

- 1.1. This report proposes the adoption of a protocol to set out in writing the procedure for the conduct of the meetings of the Highways Committee.

**2.0. RECOMMENDATIONS**

- 2.1 That the Committee agrees the adoption of the protocol.

**3.0. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications arising from this report.

**4.0. STAFFING IMPLICATIONS**

- 4.1. There are no staffing implications arising from this report.

**5.0 ENVIRONMENTAL IMPLICATIONS**

- 5.1. There are no environmental implications arising from this report.

**6.0 LEGAL IMPLICATIONS**

- 6.1 In May 2002 the Council adopted a new Constitution, subsequently amended, which adopted the Leader and Cabinet model of local governance.
- 6.2 The Highways Committee is a Committee of the Executive comprising Executive Members.
- 6.3 Council committee business is regulated by the Council's standing orders in part three of the Constitution.

6.4 Not all of these standing orders apply to Executive Committees and for the efficient running of this Committee Members have decided to adopt a protocol; which reflects some of those standing orders for the efficient running of the Highways Committee.

## 7.0. **DETAIL**

7.1. The Highways Committee deals with matters that are of concern to local residents, such as controlled parking zones. In order to allow residents to have their say on certain issues it is necessary to set out rules for conducting meetings in order to allow business to be conducted efficiently. This involves specifying who may be permitted to speak and for how long.

7.2 The protocol also sets out speaking rights of ward members at Highways Committee. Members of the public and ward members do not have an automatic right to to address the Committee.

7.3 As the Committee is not governed by the standing orders relating to the closure of meetings at 11 o'clock, the protocol introduces a guillotine on proceedings to enable business to be dealt with efficiently so that the Committee may close no later than 11pm.

7.4 The protocol also introduces a procedure for dealing with disorderly conduct.

7.5 Members of the Committee have had input into the drafting of the protocol.

## 8.0. **BACKGROUND INFORMATION**

Any person requiring further information should contact: -

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