

Appendix 2

(c) Any person wishing to make a deputation shall give written notice to the Director of Legal and Procurement of the title and summary of the content of the deputation not less than 5 days before the date of the meeting.

(d) If more than three deputations are received a ballot will take place three days before the Council meeting to select the deputations to be presented before the Council.

3940. Questions from the Opposition and Non Executive Cabinet Members

(a) ~~Not in use~~ ~~A period of not more than 4530 minutes shall be allowed to ask and respond to questions raised under this item.~~

(b) Non executive Cabinet members (except the Mayor and Deputy Mayor) will be permitted to put a maximum of ~~10-9~~ questions to the Executive Cabinet on any matter which is the responsibility of the Executive Cabinet. Each non-executive Cabinet member may only put one matter to the Executive Cabinet in any one question time session. The ~~10-9~~ questions are to be divided as follows; ~~5-31~~ from each of the main opposition groups, 1 from the minority opposition ~~group~~ and ~~4-6~~ from the administration. Such questions to be provided to Head of Executive and Member Services not less than 5 days before the date of the meeting.

(c) The party groups shall decide which of their members shall put the questions to the Executive Cabinet.

(d) Each non executive Cabinet member shall have up to 1 minute within which to put their question.

(e) A member of the Executive Cabinet shall have up to 2 minutes to respond to the question.

~~(f) The non executive member shall be permitted to comment further for a maximum of 2 minutes. These follow up comments must relate to the subject matter of their original question and must not involve further or supplementary questions.~~

40. Debate on key issues affecting the borough

~~(a) With agreement of all Group Leaders a speaker shall be invited to attend and speak on an issue pertinent to the London Borough of Brent. The speech shall not exceed 10 minutes.~~

~~(b) The lead executive member will be permitted to speak for 5 minutes on the topic addressed by the speaker within which time they will propose a motion for debate.~~

~~(c) The debate by members will not exceed 45 minutes. Questions or comments by members shall not exceed 2 minutes.~~

41. Report from the Chairs of the Overview and Scrutiny Committee

(a) The Chairs of not more than two Overview and Scrutiny Committees may present reports on any matter in respect of which the committees have ~~has~~ been consulted or which it has ~~they have~~ been reviewing or considering and ~~each~~ shall be permitted to speak for up to 5 minutes thereon.

~~be allowed for this item.~~

- (b) A maximum of ~~32~~ 3 motions will be put to Council at any one meeting (one per party group) which will be debated.
- (c) Each group must give notice in writing of their motion to the Head of Executive and Member Services ~~Democratic Services Manager~~ not less than 5 days before the date of the meeting. This shall include a copy of the Motion they are intending to move at the meeting. A copy of the motion shall be circulated to all members at least 2 days before the date of the meeting.
- ~~(d) The time allowed to debate and vote on each of the 3 motions shall not exceed 15 minutes~~
- ~~(e)~~(d) The debate shall commence with the proposer being invited to speak for up to 3 minutes during which time they shall move the Motion notified to the Head of Executive and Member Services ~~Democratic Services Manager~~. Further speakers shall then be called by the Mayor.
- ~~(f)~~(e) Up to ~~6~~ 43 speakers shall be allowed for each motion (~~2~~ 1 from each group), each limited to 2 minutes
- ~~(g) The matter shall be put to the vote at the end of the debate 15 minutes permitted for each of the three Motions.~~
- ~~(h)~~(f) Any amendments to the motions can be accepted provided they are set out in writing to the Mayor prior to a vote taking place

46. Rules Of Debate For Meetings of Full Council

- (a)* *Any motion or amendment to a motion may be moved without notice but must relate to an item of business specified in the summons for the meeting.*
- (b) Each amendment shall relate to the subject matter of the motion and shall not have the effect of negating the motion.
- (c) Motions or amendments to motions shall not be open to debate until formally moved.
- (d) Motions and amendments to motions which have not been circulated in advance of the meeting shall be read aloud before they are open to debate, and the Mayor will require that the motion or an amendment to a motion is written down and handed to him/her.
- (e) Procedural motions shall be put to the vote without discussion, provided that the Mayor may, in his or her absolute discretion, allow or require the proposer to give (for such brief period as the Mayor may allow) reasons for proposing the motion.
- (f) A member shall stand when speaking and shall address the Mayor. If two or more members rise the Mayor shall call on one to speak.
- (g) Speeches shall be directed to the matter under discussion or to a personal explanation or to a point of order.
- (h) No speech shall exceed three minutes except where otherwise provided in these Standing Orders or by the consent of Full Council and except for a Chair or the Leader replying to a debate whose speech shall not exceed five minutes. Any