

PART 3

STANDING ORDERS

MEETINGS OF FULL COUNCIL

27. Types of Meeting

- (a) Full Council shall hold an **Annual Meeting** each year, to be held on such day in the month of March, April or May as the Council may determine.
- (b) The Council may in every year hold, in addition to the Annual Meeting, such other meetings on such days as it may determine which shall be called **Ordinary Meetings**.
- (c)* *A meeting called by the Mayor (or, in the absence of the Mayor, by the Deputy Mayor) or otherwise called under the provisions of paragraph 3 of Part I of Schedule 12 of the Local Government Act 1972 is referred to as an “**Extraordinary Meeting**”.*
- (d) If required by law or otherwise a **Special Meeting** may be held for the principal purpose of transacting a specific item or specific items of business.

28. Time of Meeting

All Ordinary Meetings of Full Council shall be held at 7.00 pm at Brent Civic Centre, or otherwise as determined by Full Council or, in the case of an Extraordinary Meeting, as determined by the Mayor, or if called other than by the Mayor, as determined by the Head of Executive and Member Services. The Annual Council Meeting shall be held at Brent Civic Centre, or as otherwise determined by Full Council, at a time to be decided by the Head of Executive and Member Services.

29. Intervals

At any meeting of Full Council there may be an interval if the Mayor so directs and, if he or she does so direct, for such period as specified by him or her.

30*. Chair of Meeting

Any powers or duties of the Mayor in relation to the conduct of a meeting of Full Council may be exercised by the Deputy Mayor if present and chosen by the meeting to chair that meeting, or if the Deputy Mayor is not present or is not chosen by the meeting, by another councillor chosen by the meeting to chair the meeting.

31. Quorum of Meetings of Full Council

- (a)* *A quorum for a meeting of Full Council shall be one quarter of the whole number of members of the Council.*
- (b)* *If at the time appointed for the meeting and during the succeeding twenty minutes, a quorum of members shall not be present, no business shall be transacted.*
- (c) ~~During any meeting of Full Council, the Mayor may require the division bell to be rung and if, one minute after the bell has been rung, if following the expiry of twenty minutes~~ the Mayor counts the number of members present and declares the meeting inquorate, the meeting shall stand adjourned.

- (d) The consideration of any business not transacted shall be adjourned to a time fixed by the Mayor at the time the meeting is adjourned or if the Mayor does not fix a time, to the next ordinary meeting of Full Council.

32. The Annual Meeting

At the Annual Meeting of Full Council, the order of business shall be as follows:-

(a)* **Mayor:**

To elect the Mayor for the following year.

(b) **Deputy Mayor:**

If so signified to receive the Mayor's intimation in writing of the appointment by the Mayor of a Councillor of the Borough to be Deputy Mayor.

(c) **Vote of thanks to the outgoing Mayor**

The incoming Mayor will invite a vote of thanks to the outgoing Mayor

(d) **Election results and acceptance of office:**

To receive the report of the Chief Executive upon the result of the elections of Councillors to the several wards of the borough held on the day fixed for the purpose by the Secretary of State pursuant to the provisions of the Local Government Act 1972 and the acceptance of office of Councillors elected.

(e) **Declarations:**

Declarations by members of any personal, ~~and~~ prejudicial [and disclosable pecuniary](#) interests in any matter to be considered at the meeting.

(f) **Minutes:**

To read and approve as a correct record the minutes of the last meeting or meetings of Full Council provided that if a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the meeting the minutes shall be taken as read.

(g) **Agree the Constitution:**

To agree any changes to the Constitution.

(h) **Political Balance:**

To review and determine under Section 15 of the Local Government and Housing Act 1989 or any re-enactment or modification thereof the allocation of seats on Council committees and other relevant bodies.

(i) **Appointments to committees and other bodies:**

To appoint to the membership of Council committees and joint committees and other relevant bodies, forums and panels; to appoint the Chairs and Vice Chairs of the Council Committees, forums and panels and to agree the substitutes for members.

(j) **Meetings of Full Council:**

Where possible to agree the days, hour and venue for meetings of Full Council in the forthcoming municipal year.

(k) **Other meetings:**

To settle, as far as is considered advisable, the calendar of meetings for the forthcoming municipal year.

(l)* ***Business required to be dealt with:***

To deal with any other business expressly required by statute to be dealt with.

(m) **Other Business**

To consider any other business including any urgent business.

Business falling under (a), (b), (c) and (d) shall not be displaced, but subject thereto the foregoing order of business may be varied by the Mayor at his or her discretion.

~~33. Community Champion Awards~~

~~The outgoing Mayor shall, at the Annual Meeting of Full Council and prior to any business being transacted, present the Community Champion awards and may invite persons on to the floor of the meeting to collect such awards. During the presentation of the awards only the Mayor and persons invited by the Mayor to do so may speak and for no longer than the period permitted by the Mayor. The Council shall convene for the Community Champion Awards and Annual Meeting in the Civic Centre or such other venue as the Mayor shall determine.~~

33. [Paragraph number not in use]

34*. **Council Tax Setting**

(a) *A Meeting of Full Council shall be held each year on a day not later than 10th March or such later date as may be allowed by statute to set the level of Council Tax for the following Council Tax year and to deal with associated budgetary matters.*

(b) At an ordinary meeting where council tax setting is to be decided items h to o, i, j and k in Standing Order 37 shall be replaced by the following:

(c) The Leader shall present a report to the meeting setting out the Cabinet's proposals for the budget.

(d) The Chair of the Scrutiny Committee shall be allowed up to 10 minutes to present the findings of the committee. A procedural motion shall address the right to speak of the Group Leaders and the Lead Member for Resources including time limits. There will then be general debate.

Provision shall also be made in the procedural motion for the Leader of the Council to have the right to make closing remarks with a time limit specified. Following which a vote will be taken.

- (e) At an Ordinary Meeting where Council Tax Setting is decided there shall be no motions (item (qff) under the Ordinary Council Meeting items of business).

35 [Paragraph number not in use]

36. Extraordinary meetings

- (a) An Extraordinary Meeting of Full Council may be called at any time by the Mayor, or in the absence of the Mayor, by the Deputy Mayor. References in the following paragraphs of this Standing Order to the Mayor shall include the Deputy Mayor acting in his or her absence.
- (b) If the Mayor refuses to call an Extraordinary Meeting of Full Council after a requisition for that purpose, signed by five members of the Council, has been presented to him or her, or if, without so refusing, the Mayor does not call an extraordinary meeting within seven days after the requisition has been presented to him or her, then, any five members of the Council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an Extraordinary Meeting of Full Council.
- (c) A requisition under paragraph (b) above for an Extraordinary Meeting of Full Council may be presented to the Mayor either personally or by leaving it with the, Head of Executive and Member Services or a member of his or her staff, who shall be empowered to receive the requisition on the Mayor's behalf. Any such requisition shall be accompanied by notice of the motion or motions to be debated at the Extraordinary Meeting. The requisition shall be marked with the date and time of receipt by the Mayor or the officer receiving it on the Mayor's behalf.

37. Ordinary Meetings

Unless otherwise provided in these Standing Orders the order of business at ordinary meetings of Full Council except those concerning ~~a first reading debate~~ ~~or~~ the Council tax setting shall be:-

- (a)* **Absence of Mayor:**

To choose a person to preside if the Mayor or Deputy Mayor is absent.

- (b)* **Business required to be dealt with first:**

If necessary, to deal with any business required by statute to be done before any other business.

- (c) **Minutes:**

To approve as a correct record and sign the minutes of the last meeting or meetings of Full Council.

- (d) **Declarations:**

Declaration by members of any personal and prejudicial interests and disclosable pecuniary interests in any matter to be considered at the meeting.

(e) **Mayor's announcements (including petitions received)**

(f) **Business from previous meetings:**

If necessary, to dispose of any business remaining from the last meeting of Full Council.

(g) **Appointments to Committees and Outside Bodies and Appointments of Chairs/Vice Chairs**

If necessary, to agree appointments to committees and outside bodies and to agree the appointment or replacement of Chairs and/or Vice Chairs of committees.

(h) **Reports from the Leader or members of the Cabinet**

To receive reports from the Leader or Cabinet in accordance with Standing Order 38.

(i) **Annual report from the Leader**

To receive an annual report from the Leader in accordance with Standing Order 42.

(j) **Deputations**

To enable deputations by Members of the public in accordance with Standing Order 39.

~~(k)(i)~~ **Questions from members of the public**

To enable questions from members of the public to be put to members of the Cabinet in accordance with Standing Order 39A.

(l) **Ppetitions**

To enable members to reference petitions received and for there to be a debate on a petition which attracts more than 200 signatures in accordance with the Council's petition rules and Standing Order 68.

(m) **Non cabinet members' debate**

To enable non cabinet members to debate an issue of relevance to Brent in accordance with Standing Order 39B — and to receive the report of the relevant Lead Member on any follow up action following the previous non cabinet members' debate.

(n) **Questions from the Opposition and other Non Cabinet Members**

To enable questions to be put to the Cabinet in accordance with Standing Order 40.

(o) **Reports from the Chair of the Scrutiny Committee**

To receive reports from the Chair of the Scrutiny Committee in accordance with Standing Order 41.

(p) **Other Business required to be dealt with:**

Including, by way of example but not limitation, election results, review of political balance, changes to the Constitution, recommendations from committees, and any other business required to be dealt with.

(mq) **Motions**

To debate Motions selected by the groups in accordance with Standing Order 45.

(nr)* **Urgent business:**

If the Mayor so agrees, to consider any urgent business.

Business falling under (a) to (f) shall not be displaced, but subject thereto the foregoing order of business may be varied by the Mayor at his/her discretion.

~~Where the Council is to consider a first reading debate item (j) does not take place.~~

Where the Council is to set the Council Tax items (h) ~~to (o), (i), (j) and (k) and (l)~~ will be replaced by the other items set out in Standing Order 34.

38. Report from Leader or Members of the Cabinet

- (a) The Leader or other member(s) of the Cabinet shall be allowed up to 15 minutes to report to Full Council on any matter which is the responsibility of the Cabinet including but not limited to all or any of the following matters:-

~~Reports to be discussed at a First Reading Debate:~~

~~Any initial report to be debated at a First Reading Debate in accordance with Standing Order 44, including the initial report on the aii) **Policy proposals referred to Full Council for approval following a First Reading Debate:**~~

~~Any proposed plan, policy or strategy which has been through a First Reading Debate and which is being presented by the Cabinet to Full Council for approval, the views (if any) of the Scrutiny Committee and the way in which those views were taken into account by the Cabinet;~~

(iii) ~~Other~~ Policy proposals referred to Full Council for approval:

~~Any other~~ proposed plan, policy or strategy forming part of the Policy Framework or the Budget which is being presented by the Cabinet to Full Council for approval, the views (if any) of the Scrutiny Committee

and the way in which those views were taken into account by the Cabinet;

(ii) Approval to depart from Policy Framework or Budget:

Any decisions which the Cabinet has purported to take or is minded to take which, in the reasonable opinion of the Chief Executive, Monitoring Officer or the Chief Finance Officer are, or would be, contrary to the Policy Framework or contrary to or not wholly in accordance with the budget approved by Full Council and in respect of which decision is sought from Full Council in accordance with Standing Order 18

(iii) Urgent decisions outside the Policy Framework and the Budget:

Any decisions which the Cabinet has taken and which were contrary to the Council's Policy Framework or contrary to or not wholly in accordance with the budget but which were taken in accordance with the urgency provisions in Standing Order 18 (to include the reasons for urgency);

(iv) Urgent decisions not included in the Forward Plan:

Any decisions which were not included in the Forward Plan but were taken by the Cabinet under the urgency provisions in Standing Order 16 and the reasons for such urgency;

(v) Urgent decisions called in:

Any decisions which were called in for scrutiny and which were implemented under the urgency provisions in Standing Order 20 prior to consideration of the decision by the Scrutiny Committee and the reasons for urgency;

(vi) Non-compliance with Access to Information Rules:

Any decisions which the Cabinet have taken in respect of which the Cabinet should have but did not comply with those parts of the Access to Information Rules relating to such decisions and any decisions which the Scrutiny Committee has required the Cabinet to report to Full Council under the Access to Information Rules because it considers that the Cabinet did not comply with the Access to Information Rules relating to the decision;

(vii) The response of the Cabinet to comments received:

The response of the Cabinet to any other comments or recommendations received from, or being presented by, the Scrutiny Committee or Full Council;

(viii) Any recommendations to Full Council.

39 Deputations

- (a) Deputations may be made by members of the public. Each deputation shall last not more than 5 minutes and there shall be a maximum of 3 deputations at any one council meeting on different subject matters. There shall be no

more than one deputation made by the same person or organisation in a 6 month period and no repetition of the subject.

- (b) Any deputation must directly concern a matter affecting the borough and relate to a Council function. Deputations shall not relate to legal proceedings or be a matter which is or has been the subject of a complaint under the Council's complaints processes. Nor should a deputation be frivolous, vexatious, or defamatory. A deputation may be rejected if it names, or clearly identifies, a member of staff or any other individual. The Chief Executive with advice from the Chief Legal Officer shall have discretion to decide whether the deputation is for any other reason inappropriate and cannot proceed.
- (c) Any person wishing to make a deputation shall give written notice to the Chief Legal Officer 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.

39A Questions from members of the public

- (a) Subject to paragraph (b), members of the public or those employed by or owning a business based in Brent may ask a member of the Cabinet questions on any matter in relation to which the Council has powers or duties or affects the borough.
- (b) Questions shall be submitted fifteen clear working days in advance to the Head of Member and Executive Services and written copies of questions will be provided at meetings.
- (c) The time set aside for questions shall be 20 minutes.
- (d) No member of the public may submit more than one question at a council meeting.
- (e) The Chief Executive or his/her nominee shall have the power to edit or amend written questions to make them concise but without affecting the substance, following consultation with the questioner.
- (f) The Mayor may rule that questions which are on the same or closely related subjects are taken together.
- (g) An answer will take the form of a written answer provided by close of business the previous working day and which will be available at the meeting.
- (h) Questions shall be asked in the order determined by the Mayor.
- (i) A person asking a question under paragraph (a) may ask one oral supplementary question, without notice, of the member who supplied the written answer. The supplementary question shall not exceed 1 minute. The supplementary question must arise directly out of the original question or the reply.

- (j) Replies to supplementary questions shall not exceed 2 minutes
- (k) Questions not answered at a meeting may, at the request of the questioner, be withdrawn and resubmitted to the next or future meeting of the Council, provided that an answer has not already been supplied.
- (l) The Chief Executive, with the benefit of advice from the Chief Legal Officer, may reject a question if it:
 - i. Is not about a matter for which the Council has a responsibility or which affects the area;
 - ii. Is defamatory, frivolous or offensive;
 - iii. Is substantially the same as a question asked within the last six months;
 - iv. Requests the disclosure of information which is confidential or exempt; or
 - v. Names, or clearly identifies, a member of staff or any other individual.

39B Non Cabinet members' debate

- (a) Non Cabinet members will be permitted to propose a motion for debate. The motion will be confirmed by the Chief Executive.
- (b) The debate will be for up to 21 minutes.
- (c) The Lead Member shall be permitted to speak for up to three minutes.
- (d) Non cabinet members are permitted to speak for up to three minutes.
- (e) The Lead Member will report to the next meeting of Full Council on any action which follows on from the previous non Cabinet members' debate.

400. Questions from the Opposition and Non Cabinet Members

- (a) Not in use.
- (b) Non Cabinet members (except the Mayor and Deputy Mayor) will be permitted to put a maximum of 9 questions to the Cabinet on any matter which is the responsibility of the Cabinet. Each non-Cabinet member may only put one matter to the Cabinet in any one question time session. The 9 questions are to be divided as follows: 1 from each of the two opposition groups, 1 from an opposition member who is not a member of a group, and 6 from the administration group. Such questions to be provided in writing to Head of Executive and Member Services not less than 5 days before the date of the meeting and the answers circulated prior to the start of the meeting.
- (c) The party groups shall decide which of their members shall put the questions to the Cabinet.
- (d) Each non Cabinet member shall have up to 1 minute within which to put their supplementary question.
- (e) A member of the Cabinet shall have up to 2 minutes to respond to the supplementary question.

414. Report from the Chair of the Scrutiny Committee

- (a) The Chair of Scrutiny Committee may present reports on any matter in respect of which the committee has been consulted or which it has been reviewing or considering and shall be permitted to speak for up to 5 minutes thereon.
- (b) In the absence of the Chair, the report shall be presented by the Vice Chair of the Committee or, in the absence of the Vice Chair, by another member of the Committee selected for that purpose by the Chair or, if no person has been selected by the Chair, a person selected for that purpose by the Mayor or other person presiding at the meeting of Full Council.
- (c) The Chair or other person nominated to speak shall where appropriate include in his or her report:-
 - (i) details of the decisions or proposals of the Cabinet, which have been called in for scrutiny and are being referred to Full Council in accordance with Standing Order 20;
 - (ii) details of decisions or proposals of the Cabinet, other than those permitted to be made by the Cabinet under Standing Order 16 (urgency) or 19 (virement and in year changes to policy), which the Scrutiny Committee considers are or, if made, would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Council's budget and the recommendations to Full Council thereon;
 - (iii) details of the decisions of the Cabinet which the Scrutiny Committee considers were made by the Cabinet other than in accordance with those parts of the Access to Information Rules applicable to such decisions.

~~42. — [Paragraph number not used]~~

~~43. — [Paragraph number not used]~~

~~454. — First Reading Debate~~

~~At an Ordinary Meeting where the first reading debate is to take the place, item j, in Standing Order 37, shall be replaced by the following;~~

~~The Leader shall present the initial report to the meeting setting out the budget or any plan, policy or strategy forming part of the Policy Framework~~

~~Where a First Reading Debate is to be held in respect of the budget or any plan, policy or strategy forming part of the Policy Framework a period of 60 minutes shall be allowed for a debate on the budget or that plan, policy or strategy (or longer if the Mayor so agrees).~~

~~— (c) The Leader shall have the right to respond.~~

~~(d) At the conclusion of the First Reading Debate, Full Council shall note the contents of the report and any other information submitted to it, the debate concerning any questions raised and any other relevant issues. The proposal may be referred to the Scrutiny Committee in accordance with Standing Orders 25 (c) and/or 26 (b) as the case may be.~~

42. Annual Report on the Borough

The Leader will present an annual report on the work of the Council to an Ordinary Meeting of Full Council. The time allowed for the Leader to speak on this item will be 5 minutes. The total time allowed for other members to debate the Leader's report will be 20 minutes. Each Group Leader will be allowed to speak for up to 2 minutes and then any other member will be allowed to speak for up to 2 minutes until the allotted time is used up.

43. 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 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 which has been delivered to the Head of Executive and Member Services by close of business the previous day and circulated in advance.
- (c) The debate by members will not exceed 45 minutes. Questions or comments by members shall not exceed 2 minutes.

45. Motions

- (a) Members may put motions to council.
- (b) A maximum of 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 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 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. Further speakers shall then be called by the Mayor.
- (e) Up to 3 speakers shall be allowed for each motion (1 from each group), each limited to 2 minutes.
- (f) The matter shall be put to the vote at the end of the debate.

Any amendments to the motions can be accepted provided they are set out in writing to the Head of Executive and Member Services by close of business on the previous working day.

~~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.~~
- (ed) 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.
- (fe) A member shall stand when speaking (if able to do so) and shall address the Mayor. If two or more members rise the Mayor shall call on one to speak.
- (fg) Speeches shall be directed to the matter under discussion or to a personal explanation or to a point of order.
- (g) 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 motion or amendment to a motion shall be put within the time allowed for the speeches.
- (hi) With the exception of a Cabinet Member responding to a question put to the Cabinet by a non-Cabinet member, or a Chair of a committee or sub-committee replying to a debate on a report referred from the committee or sub-committee or where otherwise provided in these Standing Orders, a member shall not speak more than once on any item of business except on rising to a point of order or in personal explanation.
- (ij) A member may rise to a point of order or in personal explanation, but a personal explanation shall be confined to some material part of a former speech by the member at the same meeting, which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.
- (jk) Subject to the provisions of Standing Order 4(b) the ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
- (kl) Whenever the Mayor rises during a debate, all those present then speaking or standing shall resume their seat and Full Council shall be silent.
- (lm) A motion or amendment to a motion may be withdrawn or altered by the proposer of the motion or amendment with the consent of Full Council, which shall be signified without discussion. Where a motion is withdrawn there shall thereafter be no further debate on the item.
- (ma) At the commencement of a debate, any member may move that only a specified number of members from each of the political groups shall be permitted to speak before a vote is taken or at the commencement of any meeting of Full Council or during the course thereof any member may move that only a specified number of members of each political group shall be permitted to speak on each motion or amendment thereto.

(ne) A member may move without comment at the conclusion of another member's speech: "*That the question be now put*", "*That the debate be adjourned (to some stated time)*" or "*That the Council do now adjourn (to some stated time)*" on which the Mayor shall proceed as follows:-

- (i) On a motion that the question be now put, the Mayor shall first put that motion to the vote without further discussion; if it is passed the motion(s) and/or amendment(s) relating to the subject of the debate will then also be put to the vote;
- (ii) On a motion to adjourn the debate or the meeting, the Mayor shall put that motion to the vote without further discussion; if it is passed the debate or meeting shall stand adjourned to the time stated; if the debate is adjourned the Council will proceed to the next item of business; if the meeting is adjourned no further business will be transacted until the adjourned meeting

AND no second motion that the question be now put or that the debate or meeting be adjourned shall be made during the consideration of the same business unless it shall be proposed by the Mayor.

(op) The Mayor may at any time invite an officer to respond to any issue raised or question asked.

47. Voting

- (a) Prior to voting on a Motion there shall be put to the vote any amendments to that Motion that have been moved.
- (b)* *Amendments to Motions shall be taken in the order in which they were moved and shall be voted upon in succession unless, subject to the advice of the Chief Legal Officer or the Chief Executive, it is agreed by the meeting that the amendments shall be taken en bloc.*
- (c) The mode of voting at meetings of Full Council shall be by show of hands and, on the requisition of the leader of a political group, or of any member of the Council supported by 14 other members of the Council raising their hands, made before the vote is called, the voting on any question shall be recorded in the minutes of the meeting so as to show whether each member present gave their vote for or against that question or abstained from voting. Immediately after any vote is taken at a budget decision meeting of an authority on the budget or council tax there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.
- (d)* *Where immediately after a vote is taken any member so requires, there shall be recorded in the minutes whether that person voted for the question or against the question or abstained.*
- (e) Except in the case of a vote taken under any provision of Standing Orders 48 (Guillotine) 49 (Minutes) or 50 (Disorderly Conduct), at least one full minute before a vote is taken at a meeting of Full Council, the Mayor shall by way of announcement draw members' attention to the impending vote.
- (f) For the purpose of voting and for recording votes at meetings of Full Council, members shall be present and seated in their places.

- (g)* *In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.*
- (h)* *Once a vote has been taken on any matter, the matter shall not be reconsidered by the meeting other than to clarify any points or if the matter is a procedural matter only.*

48. The Council Guillotine Procedure

- (a) Every ordinary meeting of Full Council shall terminate no later than 10:00pm provided that Full Council may decide to adjourn the meeting to a specified date on a motion to this effect being proposed and put to the vote without discussion.
- (b) If the meeting is not adjourned, then any outstanding items of business shall be dealt with as follows:
- (i) in the case of reports from committees and sub-committees and reports of Chief Officers the Mayor shall invite motions to be proposed in respect of them. Any such motion(s) shall be moved without supporting comment and voted upon without debate. If no such motion is proposed, or if three successive motions are voted upon and defeated, the matter shall be adjourned to the next Ordinary Meeting of Full Council.
- (ii) any other business shall be adjourned to the next ordinary meeting of Full Council.

49.* Minutes

- (a)* *Minutes of any meeting of Full Council shall be put forward for approval as a correct record and for signing to the next ordinary meeting of Full Council or to the Annual Meeting whichever shall first occur.*
- (b) The Mayor shall put the question that the minutes of the meeting of the Council held on the day of be approved as a correct record.
- (c) No discussion shall take place upon the minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such question is raised or if it is raised then as soon as it has been disposed of, the Mayor shall sign the minutes.
- (d) There shall be recorded in the minutes of any meeting of Full Council any declarations of interests made by members in accordance with the Brent Members Code of Conduct both in the minute concerning the declaration of interests item itself and in the minute concerning the item of business to which the declaration relates.

50. Disorderly Conduct

- (a) If at any meeting of any part of the Council any member is, in the opinion of the person chairing the meeting, guilty of misconduct by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, then the Chair or any other member may move "That [Councillor X] not be heard further", and the motion shall be put and determined without discussion.
- (b) If the member named is guilty of further misconduct after a motion under the foregoing sub-paragraph has been carried the Chair shall:-

- (i) move “That [Councillor X] shall now leave the meeting” and the motion shall be put and determined without discussion. If the Chair’s motion is carried and the member(s) concerned fail(s) to leave the meeting, the Chair shall take such action, as he/she deems appropriate in the circumstances to bring the member(s) concerned to order; or
- (ii) adjourn the meeting for such period, as the Chair shall consider expedient.
- (c) In the event of general disturbance which, in the opinion of the Chair of a meeting, renders the due and orderly despatch of business impossible, the Chair may adjourn the meeting for such period as the Chair shall consider expedient.
- (d) Members shall not at any time make any improper remark nor use unseemly language nor make offensive gestures nor make personal attacks on any person.
- (e) The Chair may call a member to order for irrelevance, repetition, imputation of dishonourable conduct or improper remark, unseemly language, offensive gestures or any breach of order and may direct a member if speaking to discontinue their speech.
- (f) If a member of the public interrupts the proceedings at any meeting the Chair shall warn them that if they continue to interrupt the proceedings of the meeting he or she may be removed from the meeting room, as the case may be. If they continue the interruption the Chair shall order their removal from the meeting room. In case of general disturbance in any part of the meeting room open to the public the Chair shall order that part to be cleared.
- (g) Members of the press and public may be excluded from Council meetings either in accordance with the Access to Information Rules in part 6 of the Constitution or Standing Order 50(f).

51. Smoking and Mobile Phones at Meetings

- (a) No person shall smoke at any meeting of the Council or the Cabinet or a committee or sub-committee thereof.
- (b) Any mobile phone taken into a meeting is to be switched to silent for the duration of the meeting.

PETITIONS AND DEPUTATIONS

68. Petitions

- (a) Any person who wishes to submit a petition under these rules on their own behalf or on behalf of an organisation shall deliver it either in paper form to the office of the Head of Executive and Member Services during office hours or [use electronically](#) ~~on the Council's e-petition facility website~~. This must be at least **8 days** before the relevant decision (if the petition concerns a specific decision) is due to be taken.
- (b) No petition shall go forward unless it concerns matters affecting the borough and is signed by at least 5 people who either live, work or study in the borough.
- (c) The Head of Executive and Member Services will establish how many valid signatures the petition has.
- (d) Petitions with between **5 and 50** valid signatures:
 - (a) Any such petition shall be referred to the relevant Service Area or Strategic Director who will be responsible for ensuring that the petition is responded to and taken into account in the decision making process as appropriate;
 - (ii) In the case of any such petitions which relate to a matter which is or could be the responsibility of the Planning Committee the signatures may count as an objection to a development in which case the petition will be considered by the Planning Committee when it considers the matter in question. The Strategic Director of Regeneration and Growth shall decide whether the signatures count as an objection.
- (e) Petitions with **50 or more** valid signatures:
 - (i) Any such petition shall be notified to the Chair of the Scrutiny Committee and to the relevant Service Area or Strategic Director;
 - (ii) Petitions concerning specific decisions planned to be made shall be referred to the decision maker. If the decision maker is a Council committee or sub-committee or the Cabinet rather than an individual then one person representing the petitioners will be entitled to address the planned meeting of the Council committee or sub-committee or the Cabinet (as the case may be) for up to 5 minutes concerning the petition. Petitions relating to specific decisions to be made by Full Council shall be considered by the next scheduled meeting of the General Purposes Committee or if the next meeting of the General Purposes Committee is scheduled to take place after the relevant meeting of the Full Council then it shall be considered by the Cabinet. The General Purposes Committee or the Cabinet as the case may be may, if it sees fit, make recommendations concerning that petition to Full Council.
 - (iii) Petitions not concerning specific decisions planned to be made shall be referred to the Cabinet or to the Council committee or sub-committee (if any) within whose terms of reference the subject matter of the petition falls as determined by the Chief Legal Officer or Head of Executive and Member Services. If it concerns a decision that may be taken at a meeting on some future date then it

shall be considered at that future meeting. In all other cases it shall be considered at the next convenient meeting.

- (f) At every Ordinary Council Meeting, a list of petitions containing 50 or more valid signatures will be circulated to members of the Council setting out the progress that has been made in dealing with those petitions. The relevant ward member or, in the absence of the ward member or where the issue is cross cutting, a Chair of a Scrutiny Committee, may ask Full Council to note the receipt of a petition without debate. — The Mayor will refer to this list under the Mayor's Announcements. The list will contain the information set out below, provided this has been received by the Head of Executive and Member Services twelve or more days prior to the meeting.
- (g) The information to be included in the schedule described in the previous paragraph is as follows:
- (i) the date the petition was received or closed on-line;
 - (ii) the name of the person who submitted the petition if a name was given;
 - (iii) the subject of the petition;
 - (iv) the terms of the petition;
 - (v) the name of the committee or person to whom the petition has been referred for action, the date of that referral, and the action taken by that body or person thus far.
- (h) Where the Cabinet or a Council committee or sub-committee considers a petition it shall note the petition and may:-
- (i) make a decision concerning the matter if it has sufficient information before it to do so. This will normally mean an officer's report;
 - (ii) refer it to the Scrutiny Committee for consideration or further research;
 - (iii) hold an inquiry or public meeting;
 - (iii) call for an officer's report to be brought to a future meeting; or
 - (iv) refer it to the relevant officer for a formal response.
- (i) Where the Scrutiny Committee considers a petition it shall note the petition and may:-
- (i) call for an officer's report to be brought to a future meeting;
 - (ii) make recommendations to the Cabinet or the relevant referring committee concerning it; or
 - (iii) refer it to the relevant officer for a formal response.
- (j) If the organiser of a petition feels the Council has not dealt with their petition properly then they may request the Scrutiny Committee to review the steps the Council has taken in response to the petition and that committee may;
- (i) decide there is no case to answer;

- (ii) ask for an investigation into how the petition was dealt with; or
 - (iii) make recommendations to the Cabinet.
- (k) Where a petition has more than 200 valid signatures, the organiser of a petition may request that the matter is debated at Full Council. Such notice to be received 5 days before the date of the meeting. Any such debate shall be for up to 21 minutes and the conduct of the debate shall be subject to a procedural motion.
- (l) This Standing Order does not apply to the Alcohol and Entertainment Licensing Sub-Committees. Any petitions received in respect of any alcohol and entertainment license shall be dealt with as set out in the procedure for hearings relating to the Alcohol and Entertainment Licensing Sub-Committees.

69. Deputations

- (a) With the exception of the Standards Committee, the General Purposes Committee (when considering licensing applications or appeals), the Alcohol & Entertainment Licensing Sub-Committees and the Planning Committee the first 20 minutes of every Council committee or sub-committee meeting (or such shorter time as is required) shall be allocated to receive deputations under this rule which shall be permitted where the following are met:
- (i) the committee or sub-committee has voted by a simple majority to receive such deputation;
 - (ii) the subject of the deputation is one which is on the agenda of the meeting concerned; and
 - (iii) notice of the deputation has been given to the Head of Executive and Member Services or his or her representative at least 24 hours before the start of the relevant meeting.
- (b) In respect of each deputation received, one person representing the deputation will be entitled to address the meeting for up to 5 minutes.