

- (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)* Community Champion Awards:

Prior to any business being transacted at the meeting the Mayor will present the Community Champion Awards.

(ab)* Mayor:

To elect the Mayor for the following year.

(bc) 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.

(d) Vote of thanks to the outgoing Mayor

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

(ee) 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.

(ef) Declarations:

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

(fg) 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.

(gh) Agree the Constitution:

To agree any changes to the Constitution.

(hi) 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.

(ii) 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 alternates for members.

(jk) Meetings of Full Council:

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

(kl) Other meetings:

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

(lm)* Business required to be dealt with:

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

(mn) Other Business

To consider any other business including any urgent business.

~~**(n) Community Champion Awards:**~~

~~The Mayor will present the Community Champion Awards.~~

~~**(o) Vote of thanks to the outgoing Mayor**~~

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

Business falling under (a), (b), (nc) and (od) 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 and Vote of Thanks to the Outgoing Mayor

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. For the presentation of the Community Champion Awards and the ceremonial aspects of the change of Mayor (items (n) and (o) of Standing Order 32) †The Council shall reconvene for the Community Champion Awards and Annual Meeting in the Paul Daisley Hall or such other venue as the Mayor shall determine. The Mayor shall 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 incoming Mayor will invite a vote of thanks to the outgoing Mayor who will then have the opportunity to address the meeting.

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, 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 Executive's proposals for the budget
- (d) The Chair of the Budget and Finance Overview and Scrutiny Committee shall be allowed up to 10 minutes to present the findings of the committee following which there shall be a general debate and a vote taken.
- (e) At an Ordinary Meeting where Council Tax Setting is decided there shall be no motions (item (m) 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 Democratic Services Manager, 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 Mayors 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 is absent.
- (b)* **Business required to be dealt with first:**

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

(n)* **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), (i), (j) and (k) will be replaced by the other items set out in Standing Order 34.

38. Report from Leader or Members of the Executive

(a) The Leader or other member(s) of the Executive shall be allowed up to 40 15 minutes to report to Full Council on any matter which is the responsibility of the Executive including but not limited to all or any of the following matters:-

(i) **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 annual budget

(ii) **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 Executive to Full Council for approval, the views (if any) of the relevant Overview and Scrutiny Committee and the way in which those views were taken into account by the Executive;

(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 Executive to Full Council for approval, the views (if any) of the relevant Overview and Scrutiny Committee and the way in which those views were taken into account by the Executive;

(iv) **Approval to depart from Policy Framework or Budget:**

Any decisions which the Executive have purported to take or are minded to take which, in the reasonable opinion of the 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

(v) **Urgent decisions outside the Policy Framework and the Budget:**

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) 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) Chairs of not more than two Overview and Scrutiny Committees may present reports on any matter in respect of which the committees have been consulted or which they have been reviewing or considering and each 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 Executive, 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 Executive, other than those permitted to be made by the Executive under Standing Order 16 (urgency) or 19 (virement and in year changes to policy), which an Overview and 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 Executive which an Overview and Scrutiny Committee considers were made by the Executive 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]

44. First Reading Debate