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11 October 2019

To: All Members of the Standards Committee

Dear Member,

Standards Committee - Monday, 14th October, 2019

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**10. CHANGES TO COUNCIL STANDING ORDERS AND COUNCIL
PROTOCOL (PAGES 1 - 52)**

Yours sincerely

Ayshe Simsek, Acting Democratic Services and Scrutiny Manager
0208 489 2929

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Committee **Standards Committee 14 October 2019**

Title: **Proposed amendments to Council and Committee Standing Orders**

Lead Officer: Ayshe Simsek, Acting Democratic Services and Scrutiny Manager

1. Describe the issue under consideration

- 1.1 The Council Constitution governs the organisation of Council decision making. It is kept under review and when necessary, amendments are proposed to Standards Committee for consideration and recommendation on to Full Council, in accordance with Article 14.03 (Changes to the Constitution).
- 1.2 This report seeks Members initial views on the areas of the Council and Committee standing orders, including Full Council protocol, that require review.

2. Cabinet Member Introduction

Not applicable

3. Recommendations

- 3.1. To recommend the attached changes, set out appendix 2, to the Council Standing orders and Committee Standing Orders set out at appendix 3 for approval at the Full Council meeting in November.
- 3.2 To refer changes to the Full Council Protocol and other suggested changes to Council standing orders to the Leaders of the Political Groups as set out in Council procedure rule for implementation in May 2020.

4. Reasons for decision

To ensure that Council and Committee Standing orders meet democratic principles, are understood by local residents wishing to make representations at meetings and allow Council and Committee Chairs to run a fair and efficient meeting.

5. Alternative options considered

To not agree the changes to the Council and Committee Standing Orders and defer consideration.

6. Background information

The previous administration considered a review of standing orders but did not pursue this further as it was felt most appropriate to be taken forward by the incoming administration.

The proposed changes set out at appendix 1 of this report were considered by the Committee in April and June 2019 .In September the proposals were put forward to all councillors for further comments. The following comments were put forward to the June meeting:

- Reducing the time allocated to the Mayors communications by noting the Mayors communication
- Allowing PowerPoint and visual media to accompany presentations/ deputations
- Removing the Haringey debate completely
- Allowing two consecutive supplementary questions from the political parties to the oral questions
- Adding a new section on the Leader's questions
- Increasing public participation with public questions
- Changing the start time of Full Council to 7pm with a 9.30 finish
- Receiving amendments to motions and reports sooner in advance . i.e. Friday 10am instead of Monday 10am
- Where a report is promised, this comes back as a report to the full Council as it might be relevant to all councillors.
- Including a standing item instead of a debate which allows participation from external experts/ partners/ community representatives.

The below comments were put forward in the consultation:

- To keeping the 7.30pm start time of full Council
- Removing the debate
- Having less rigid standing orders and allowing more public questions and further follow up questions on council questions.
- Keeping an agenda item which allows external speakers and community groups

It is proposed to put forward changes to the council and committee standing orders discussed at the April and June meetings to full Council in November, following no comments on these changes being received. The changes are set out in appendix 2 and appendix 3.

Given there was little comment about the full Council meeting protocol, as a way forward, it is proposed that there is discussion taken forward with both political party chief whips on the debate item at meetings. The following options could be considered:

- Removing the Haringey Debate
- Keeping the debate item and reducing the time allocated to 45 minutes in total.
- The Mayor and Leader's of both political groups choosing and advertising a proposed debate item to community groups/ organisations in the borough and

inviting representations to the meetings on the chosen item. The groups would attend the meeting and put forward a 10 minute presentation, there then follows a debate for 30 minutes, which can include questions to the presenters and closing statement by the proposer of the debate [Political group] and response on the actions that can be taken forward by the cabinet member. There would still be three ordinary meetings , with a Labour and Liberal Democrat chosen debate and a final joint party or Mayoral led item.

These proposals alongside the comments made at the meetings can then be passed to the Leader's of both political groups in accordance with the council constitution which advises that ***There is a Protocol outside this Constitution setting out how full Council meetings are to operate. This Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.***

7. Contribution to strategic outcomes

The Council's Constitution supports the governance of the Council and its Decision making thereby assisting the Council to meet its strategic outcomes.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Finance and Procurement

8.2 No financial implications arise from this report.

8.3 Legal

8.4 The proposed changes to the Council and Committee standing orders were taken forward with Legal service's assistance.

8.5 Equality

8.6 There are no equality matters in this report

9. Use of Appendices

Summary of proposed changes to Council Standing Orders – Appendix 1

Council Procedure rules - Appendix 2 in track changes

Committee Standing Orders Appendix 3 - track changes

Full Council Protocol - Appendix 4

10. Local Government (Access to Information) Act 1985

10.1 The Council Constitution which can be found at;

<http://www.haringey.gov.uk/local-democracy/about-Council/Council-constitution>

Appendix 1 –Initial proposed changes to the Council standing orders and Committee Standing Orders

Current Council Standing Order	Reasons for Change	Proposed Change
<p>Section 1.1 – Annual meeting of the Council xiv- Receive a programme of ordinary meetings of the Council for the year</p>	<p>This is proposed for amendment as in practice this report needs to be considered before the Annual meeting in March to enable report planning and organisation of committee meetings. The calendar of meetings is usually considered at the AGM meeting following an election.</p>	<p>Receive a programme of ordinary meetings of the Council for the year, in an election year.</p>
<p>3.1 Ordinary meetings of the Council will take place in accordance with the calendar of meetings. Ordinary meetings will:</p> <p>(i) Elect a person to preside if the Mayor is not present</p> <p>(ii) Receive apologies for absence</p> <p>(iii)Deal with any business required by statute to be considered before any other business</p> <p>(iiii)Receive any declarations of interest from members;</p> <p>v]Approve the minutes of the previous meeting and any outstanding from previous meetings;</p>	<p>To swap around iii and iiiii to allow declaration of interests to be considered before any business</p>	<p>3.1 Ordinary meetings of the Council will take place in accordance with the calendar of meetings. Ordinary meetings will:</p> <p>(i) Elect a person to preside if the Mayor is not present</p> <p>(ii) Receive apologies for absence</p> <p>(iii)Receive any declarations of interest from members;</p> <p>(iiii)Deal with any business required by statute to be considered before any other business</p> <p>v]Approve the minutes of the previous meeting and any outstanding from previous meetings;</p>

<p>4.1 Calling extraordinary meetings</p> <p>Questions</p> <p>Questions shall not be permitted at extraordinary meetings and Rule 10 shall not apply.</p>	<p>Amendment of the latter part of the sentence to allow questions to be asked on Council reports at Extraordinary meetings. This is to allow members to seek any information needed to make an informed decision. This is particularly important for any reports that may need to be considered relating to the budget and policy framework documents at an extraordinary meeting</p>	<p>Questions on Notice shall not be permitted at extraordinary meetings and rules 10.2 to 10.7 shall not apply.</p> <p>[This will mean that section 10.1 permitting questions on reports at extraordinary meetings shall be applicable]</p>
<p>b)There will be 8 questions from Councillors which will receive direct oral answers. Questions on notice for oral answer will be set out on the Summons to the Council meeting.</p>	<p>Some added clarification to show the current practice of 6 oral questions</p>	<p>There will be up to 8 questions from Councillors which will receive direct oral answers. Questions on notice for oral answer will be set out on the Summons to the Council meeting.</p>
<p>C)All questions and answers must be made as questions/answers and must not be a speech or statement.</p>	<p>To support the public's understanding of the response being provided to questions set out on the Council agenda and ensuring that supplementary questions relate to the original question/reply.</p>	<p>C)All questions and answers must be made as questions/answers, <i>addressing the subject matter</i> and must not be a speech or statement</p>
<p>11. DEPUTATIONS</p> <p>11.1 A deputation may only be received by the Council if a requisition signed by not less than ten residents of the Borough, stating the object of the deputation, is received by the Democratic Services Manager not later than 10am to leave five clear days prior to the Council meeting.</p>	<p>To allow deputations to come forward following consideration of published agenda items and increase resident participation in meetings, it is proposed to amend the number of clear days from 5 to 3 days allowed to submit a deputation. [Other local authority rules looked at were Camden – 3 working days, Waltham Forest 1 working day, Islington 2 working days and Hackney 5 clear</p>	<p>11.1 A deputation may only be received by the Council if a requisition signed by not less than ten residents of the Borough, stating the object of the deputation, is received by the Democratic Services Manager not later than 10am to leave five three clear days prior to the Council meeting.</p>

	working days	
<p>11.9</p> <p>The Deputation Spokesperson will be given five minutes to introduce the Deputation, following which they may answer any questions from Members. The Mayor will allocate a maximum amount of time for each deputation, and will have regard to other items of business on the Council agenda when doing so.</p>	<p>Proposed change is to ensure the spokesperson adhears to the matters submitted in the deputation request to the Council and committee</p>	<p>The Deputation Spokesperson will be given five minutes to introduce the Deputation, referring to the matters in their deputation requisition Following which they may answer any questions from Members. The Mayor will allocate a maximum amount of time for each deputation, and will have regard to other items of business on the Council agenda when doing so.</p>
<p>11.10</p> <p>The relevant Cabinet member shall be given the opportunity to respond to Council on the issues raised, and advise Council what actions will be taken as a result of the deputation. Should no response be given at the meeting to which the deputation is put, the Cabinet Member should provide a response at the next ordinary meeting of Council.</p>	<p>Adding that a written response be provided where a response is not provided at the meeting.</p>	<p>The relevant Cabinet Member shall be given the opportunity to respond to Council on the issues raised, and advise Council what actions will be taken as a result of the deputation. Should no response be given at the meeting to which the deputation is put, the Cabinet Member should provide a response at the next ordinary meeting of Council together with a written response provided to the deputation spokesperson.</p>
<p>19.2</p> <p>Where the Cabinet or a Committee is making a recommendation to full Council requiring a decision or resolution of</p>	<p>An additional paragraph is required to clarify the process around amendments to recommendations of Council reports and the</p>	<p>As set out in paragraph 15.8b</p> <p>Proposed amendments to recommendations to Council reports</p>

<p>the Council a report shall be submitted on the matter. Where the Cabinet or a Committee consider that any matter coming before them merits being drawn to the notice of the full Council, then a report shall be submitted to the next practicable meeting of the Council.</p>	<p>process to be followed at the meeting.</p>	<p>must be received in writing by the Democratic Services and Scrutiny Manager , proposed and seconded by two members and received no later than 10:00am on the day of the meeting.</p> <p>The Democratic Services Manager will ensure that Group Leaders are notified by telephone or email of any amendments received as soon as possible prior to the commencement of the Council meeting and in any event before 2.00pm on the day of the meeting with comments from officers if required.</p> <p>a)A proposed amendment to a recommendation must be relevant to the recommendation.</p> <p>b)Amendments to recommendations will be moved after the substantive item has been introduced by the relevant member.</p> <p>c)If the amendment is agreed, it will take the place of the recommendation and will then be put to the meeting. If the amendment is not agreed by Council, the original recommendation will then be put to Council.</p>
<p>Committee standing order 29.1 Notice of questions must</p>	<p>Change from five to three</p>	<p>Notice of questions must be given in writing to the</p>

<p>be given in writing to the Democratic Services Manager by 10 a.m. on such day as shall leave five clear days before the meeting (e.g. Friday for a meeting on the Monday 10 days later). The notice must give the name and address of the sender. Should a question be rejected, the questioner will receive a written response advising of this, including the reasons for the rejection</p>	<p>days to be consistent with the change to the committee deputation rule. There is no change to the Full Council rule on this as the timescale for public questions is the same as for Councillors.</p>	<p>Democratic Services Manager by 10 a.m. on such day as shall leave five three clear days before the meeting (e.g. Friday for a meeting on the Monday 10 days later). The notice must give the name and address of the sender. Should a question be rejected, the questioner will receive a written response advising of this, including the reasons for the rejection</p>
<p>30.1</p> <p>A deputation may only be received by a Committee or its sub bodies if a requisition signed by not less than ten residents of the Borough, stating the object of the deputation, is received by the Democratic Services Manager not later than 10am to leave five clear days prior to the Committee meeting.</p>	<p>Change from five to three days to be consistent with the change to the Council deputation rule</p>	<p>30.1</p> <p>A deputation may only be received by a Committee or its sub bodies if a requisition signed by not less than ten residents of the Borough, stating the object of the deputation, is received by the Democratic Services Manager not later than 10am to leave five three clear days prior to the Committee meeting.</p>
<p>The deputation spokesperson will be given three minutes to introduce the deputation, following which they may answer any questions from members. The Chair will allocate a maximum amount of time for each deputation, and will have regard to other items of business on the agenda</p>	<p>Proposed change is to ensure the spokesperson adheres to the matters submitted in the deputation request to the Council and committee out above</p>	<p>The Deputation Spokesperson will be given five minutes to introduce the Deputation, referring to the matters in their deputation requisition Following which they may answer any questions from Members. The Mayor will allocate a maximum amount of time for each deputation, and will have regard to other items of</p>

<p>when doing so.</p>		<p>business on the Council agenda when doing so.</p>
<p>Adding a new paragraph to the deputation section 30.7</p>	<p>In the committee standing orders there is not an understanding provided of the outcome of a deputation when these are considered at committee meetings where the Cabinet Member is not present. We have had issues with scrutiny panel meetings where it is not appropriate for officers to respond and the appropriate Cabinet member is also not present at the meeting.</p>	<p>The Committee Chair will provide a response in writing to the deputation spokesperson, outlining the actions that will be taken as a result of the deputation.</p>

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Part Four, Section A

Council Procedure Rules

COUNCIL PROCEDURE RULES

Note

In these rules:

“**day**” means any calendar day including week-ends and public holidays.

“**working day**” means any day when the offices of the Council’s administrative offices are open for business excluding week-ends and public holidays.

“**clear day**” means any working day and it excludes both the day of any initial action, giving notice or dispatch of papers (as appropriate) and the day of any subsequent action or meeting (as appropriate).

Where any action is required to be taken on, or before the end of, a working day, then it must be completed by 5.00 p.m. on that day unless the relevant rule states otherwise.

There is a Protocol outside this Constitution setting out how full Council meetings are to operate. This Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, unless specified otherwise by Order of Parliament, the Annual Meeting will take place in March, April or May.

The annual meeting will:

- (i) Elect a person to preside if the Mayor is not present
- (ii) Elect the Mayor for the ensuing year
- (iii) Receive apologies for absence
- (iv) Receive any late or urgent business

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- (v) Receive any declarations of interest from members
- (vi) Approve the minutes of the last meeting
- (vii) Receive written notification of the appointment of Deputy Mayor
- (viii) Pass a vote of thanks to the retiring Mayor and Mayoress / Escort and Deputy Mayor and Deputy Mayoress / Escort
- (ix) Receive such communications as the Mayor may desire to lay before the Council
- (x) Elect the Leader of the Council (only applies to the first meeting after the Council election)
- (xi) Appoint a Scrutiny Committee, and such Committees and subordinate bodies as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3, of this Constitution). To confirm the size and terms of reference of these bodies and to appoint Chairs, Vice Chairs, Members and substitute or reserve Members and subordinate bodies in accordance with political balance rules (as set out in Part 3 of this Constitution)
- (xii) Make appointments to outside bodies except where appointment to those bodies has been delegated by the Council or where the power of appointment is vested in the Cabinet
- (xiii) Receive any announcements from the Leader, and/or Head of Paid Service
- (xiv) ~~Receive a programme of ordinary meetings of the Council for the year~~ **Receive a programme of ordinary meetings of the Council for the year, in an election year and.**
- (xv) Consider any business set out in the notice convening the meeting

2. BUDGET SETTING MEETING

The budget-setting meeting will:

- (i) Elect a person to preside if the Mayor is not present
- (ii) Receive apologies for absence
- (iii) Receive any late or urgent business
- (iv) Receive any declarations of interest from members

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- (v) Approve the minutes of the last meeting
- (vi) Hear depositions and receive petitions related to the budget, accepted under rules 11 & 12
- (vii) Hear any proposed amendments to the budget
- (viii) Approve the budget
- (ix) Consider any business set out in the notice convening the meeting

3. ORDINARY MEETINGS

3.1 Ordinary meetings of the Council will take place in accordance with the calendar of meetings. Ordinary meetings will:

- (i) Elect a person to preside if the Mayor is not present
- (ii) Receive apologies for absence
- ~~(iii) Deal with any business required by statute to be considered before any other business~~
- ~~(iv) Receive any declarations of interest from members;~~
- (iii) Receive any declarations of interest from members**
- (iv) Deal with any business required by statute to be considered before any other business**
- (v) Approve the minutes of the previous meeting and any outstanding from previous meetings;
- (vi) Hold a Haringey Debate, on the agreed theme for that meeting. The form of the debate may include holding the debate as an Open Session under paragraph 30. Arrangements for how the debate will function are outlined in the full Council Protocol;
- (vii) Receive any announcements from the Mayor, the Leader, members of the Cabinet, the Head of Paid Service or the Monitoring Officer;
- (viii) To make appointments to Council committees and outside bodies;

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- (ix) Hear deputations and receive petitions accepted under rules 11 & 12;
 - (x) Receive questions from and provide answers to the public on matters notified under Rule 8;
 - (xi) Provide answers to written questions from Members. Receive oral questions from Members, and provide oral answers;
 - (xii) Deal with any business held over from the previous Council meeting;
 - (xiii) Receive reports from the Cabinet and the Council's Committees when a decision or resolution of Council is required, and receive questions and answers at the meeting on any of those reports;
 - (xiv) Receive an annual update from the relevant Cabinet Member on the progress toward reducing carbon emissions in the borough;
 - (xv) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
 - (xvi) Consider motions; and
 - (xvii) Consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the Scrutiny Committee for debate.
- 3.2 The order of items (i), (ii), (iii), (iv) and (v) of paragraph 3.1 shall not be varied. The order of other business may be varied:
- (i) At the discretion of the Mayor, prior to the meeting following consultation with the Leader or at the meeting; or
 - (ii) By a resolution passed at the meeting on a motion (which need not be in writing) duly moved and seconded, and put without discussion.

4. EXTRAORDINARY MEETINGS

4.1 Calling extraordinary meetings

Those listed below may request the Democratic Services Manager to call Council meetings in addition to ordinary meetings:

- (i) The Council by resolution
- (ii) The Mayor

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Section A – Council Procedure Rules

- (iii) The Monitoring Officer; and
- (iv) Any five members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within five working days of the receipt of the requisition.

4.2 Business

The only business to be transacted at an extraordinary meeting shall be that stated in the summons.

4.3 Questions

Questions shall not be permitted at extraordinary meetings and ~~Rule 10 shall not apply~~ **Rules 10.2 to 10.7 shall not apply. [This will mean that section 10.1 permitting questions on reports at extraordinary meetings shall be applicable]**

4.4 Deputations

Rule 11 shall apply to extraordinary meetings, but deputations will only be received where its purpose is related to an item of business on the summons.

5. NOTICE OF AND SUMMONS TO MEETINGS

The Democratic Services Manager will determine and give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Democratic Services Manager will send a Summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The Summons will state the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

6. CHAIR OF MEETING

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to Committee, Board and Scrutiny meetings, references to the Mayor also include the Chair of Committees and Boards.

7. QUORUM

The quorum of a Council meeting shall be one quarter of the whole number of Members. During any Council meeting if the Mayor counts the number of members present and declares there is not a quorum present, the division bell shall be rung for thirty seconds and the Mayor shall then ascertain whether a quorum is present. If a quorum is not

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present the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary Council meeting.

8. DURATION OF MEETING

8.1

- (i) Council meetings shall end at 10 p.m. on the day of the meetings, provided that the Mayor has discretion to extend the time to allow for adjournments, deputations and to complete the item then under discussion;
- (ii) If a report, a motion or an amendment to a motion is still being discussed, the Member speaking at the time may continue speaking for the remainder of the time allowed for speeches under these rules;
- (iii) The relevant Councillor who moved the report or substantive motion shall have a right of reply before the motion or amendment is put to the vote. No other right of reply is allowed;
- (iv) Before the Mayor concludes the meeting, a motion shall be put detailing the outstanding reports of Committees not disposed of and asking that the Council adopt them, and recommendations contained within them, without debate; all other business remaining shall fall;
- (v) Any motions on the agenda that fall under (iv) may be resubmitted for the next, or a subsequent, Council meeting in accordance with Rule 13.

9. QUESTIONS BY THE PUBLIC

9.1 **General**

Any resident, council tax payer or national non domestic rate payer of the Borough may ask questions of the Leader, members of the Cabinet, Committee Chairs or Councillor Representatives on external bodies at ordinary meetings of the Council. A total of 20 minutes will normally be allowed for public questions at each ordinary meeting of the Council. A question being answered at the time limit shall be completed. Where an open debate is planned, any public questions will be at the Mayor's discretion following advice from the Monitoring Officer.

9.2 **Order of questions**

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Questions will be asked in the order notice of them was received, except that the Mayor may group together similar questions. Only one question per meeting may be put by a single questioner and no more than two questions may be put on behalf of an organisation.

9.3 Notice of questions

A question may only be asked if notice has been received in writing or by electronic mail by the Democratic Services Manager no later than 10am so as to leave eight clear days in advance of the Council meeting, stating the Member of the Council to whom the question is to be addressed. The Democratic Services Manager will circulate a list of all valid questions. Should a question be rejected, the questioner will receive a written response advising of this, including the reasons for the rejection.

9.4 Scope of questions

The Monitoring Officer may reject a question if it:

- Is not about a matter for which the local authority has a responsibility or which affects the well-being of the Borough;
- Is defamatory, frivolous or offensive;
- Is substantially the same as a question, motion or deputation which has been put at a meeting of the Council in the past six months;
- Requires the disclosure of confidential or exempt information.

9.5 Asking the question at the meeting

The Mayor will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with. The questioner may ask one supplementary question for the purpose of elucidation provided that it falls within the scope under 9.4.

9.6 Written answers

Any questions which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer.

9.7 Reference of question to the Cabinet or a Committee

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Unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

10 QUESTIONS BY MEMBERS

10.1 On reports of the Cabinet or Committees

A Member of the Council may ask the Leader or the Chair of a Committee any question without notice upon an item of the report of the Cabinet or a Committee when that item is being received or under consideration by the Council.

10.2 Questions on notice at full Council

Subject to Rule 10.3, a Member of the Council may ask:

- The Mayor;
- The Leader
- Any Member of the Cabinet; or
- The Chair of any Committee or Board
- The Council's representative(s) on any outside body;

a question on any matter in relation to which the Council has powers or duties or which affects Haringey.

10.3 Scope of questions

The Monitoring Officer may reject a question if it:

- Is not about a matter for which the local authority has a responsibility or which affects the well-being of the Borough;
- Is defamatory, frivolous or offensive;
- Is substantially the same as a question, motion or deputation which has been put at a meeting of the Council in the past six months; or
- Requires the disclosure of confidential or exempt information

10.4 Notice of questions

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- (a) A Councillor may ask one substantive question per meeting, in accordance with rule 10.5 (d), provided that they have been received in writing by the Democratic Services Manager no later than 10 am so as to leave eight clear days prior to the Council meeting, stating which Member of Council the question is to be addressed to. Should a question be rejected, the questioner will receive a written response advising of this, including the reasons for the rejection. Each question should be confined to one substantive topic.
- (b) There will be **up to** 8 questions from Councillors which will receive direct oral answers. Questions on notice for oral answer will be set out on the Summons to the Council meeting.
- (c) A Member of the Council may ask the Leader or the Chair of a Committee any question without notice upon an item of the report of the Cabinet or a Committee when that item is being received or under consideration by the Council.
- (d) Questions for written answer and the answers provided will be published on the Council's website as soon as practicable after the relevant meeting.

10.5 Order of Questions

- (a) There will be 8 questions which will receive direct oral answers. All other questions will receive written answers. Questions from each group will be placed so as to alternate on the agenda is so far as is practicable with 5 from the majority group and 3 from the opposition. 3 minutes will be allocated to answer the main question and 2 minutes allocated to answer supplementary questions
- (b) A total of 30 minutes (allowing for any adjournments) shall be allowed on questions and answers under this rule; a question being answered at the time limit (and any supplementary questions to it) shall be completed.
- (c) All questions and answers must be made as questions/answers, **addressing the subject matter**, and must not be a speech or statement.
- (d) Any oral questions remaining unanswered after the time limit must be answered in writing and shall be circulated to all Members on or before the fourth working day after the Council meeting.
- (e) Each Member of the Council may ask one question for written answer in addition to those for oral answer. Each question and response should be confined to one substantive topic.

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10.6 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner. Written answers will be supplied to members no later than the meeting

10.7 Supplementary questions

The Councillor asking any question may ask the first supplementary question without notice of the Councillor to whom the first question was asked. The second supplementary question may be asked by a Councillor of the other political party or group, unless they do not wish to use it in which case it reverts to the party asking the original question. Each supplementary question must arise directly out of the original question or the reply. No supplementary questions may be asked on written answers.

11. DEPUTATIONS

- 11.1 A deputation may only be received by the Council if a requisition signed by not less than ten residents of the Borough, stating the object of the deputation, is received by the Democratic Services Manager not later than 10am to leave ~~five~~ **three** clear days prior to the Council meeting.
- 11.2 Requisitions for deputations shall not be accepted from, nor on behalf of, political parties, nor if submitted on paper bearing the name, insignia or other device of a political party.
- 11.3 Subject to the foregoing the Democratic Services Manager shall bring the requisition before the Mayor, who having consulted the Leader, or in his/her absence the Deputy Leader, shall decide whether notice shall be given of the deputation on the agenda paper for a meeting of the Council. The Leader must have regard to other business on the Council agenda in reaching such a decision; however a deputation will normally be accepted where there is an item on the Council agenda of the same subject matter. Where there is not an item on the Council agenda of the same subject, the Mayor may refer the Deputation to Cabinet, a Cabinet member, a Committee of the Council or the Overview and Scrutiny Committee.

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11.4 The Deputation leader must be notified in writing as soon as possible if the deputation is not to be taken at that Council meeting, advising of the reasons for the deputation not being taken at Full Council.

11.5 Scope of deputations

The Monitoring Officer may reject a Deputation if it

- Is not about a matter for which the local authority has a responsibility or which affects the well-being of the Borough;
- Is defamatory, frivolous or offensive;
- Is substantially the same as a deputation, question or motion which has been put at a meeting of the Council in the past six months; or
- Requires the disclosure of confidential or exempt information.

11.6 Taking the Deputation at the meeting

11.7 A total of 30 minutes shall be allocated to Deputations on the Council agenda.

11.8 If the Mayor shall have decided that the notice of the deputation shall be given on the agenda paper, any Councillor shall be at liberty when the item is called by the chair to move a motion without notice that the deputation be not received or that it be referred to the Cabinet, a Cabinet member or a committee as the case may be and such motion on being seconded shall at once be put to the vote.

11.9 The Deputation Spokesperson will be given five minutes to introduce the Deputation, referring to the matters in their deputation requisition. Following which they may answer any questions from Members. The Mayor will allocate a maximum amount of time for each deputation, and will have regard to other items of business on the Council agenda when doing so.

11.10 The relevant Cabinet member shall be given the opportunity to respond to Council on the issues raised, and advise Council what actions will be taken as a result of the deputation. Should no response be given at the meeting to which the deputation is put, the Cabinet Member should provide a response at the next ordinary meeting of Council together with a written response provided to the deputation spokesperson.

12. PETITIONS

12.1 The Democratic Services Manager should be notified of any Petitions by 10 a.m. five clear days in advance of the Council meeting. The petition will be handed to the Mayor, and recorded as received by the

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Democratic Services Manager without any further debate. The relevant Cabinet member should report the Council's response to the petition at the next ordinary meeting of the Council.

13. MOTIONS ON NOTICE

13.1 Notice

Except for motions which can be moved without notice under Rule 14, written notice of motions, together with the names of the proposer and seconder, must be delivered to the Democratic Services Manager not later than 10.00 a.m. so as to leave five clear working days before the date of the meeting. These will be available for inspection the day after the closing date for receipt.

13.2 Motion set out in agenda

Each political group will be able to give notice on one motion at each ordinary meeting. Motions for which notice has been given will be listed on the agenda, in a sequence alternated between groups from meeting to meeting.

13.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the well-being of Haringey.

13.4 Withdrawing a motion

If a motion set out in the summons is not moved either by the Member who gave notice or by some other Member on that Member's behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice

13.5 Motions Out of Order

The Mayor may in consultation with the Chief Executive or Monitoring Officer, rule out of order motions which, in his/her opinion, would risk:-

- (a) defamation of any individual;
- (b) not conforming to the provisions of rule 9.4 or which breach other Council Procedure Rules.

Such motions shall not appear on the Council agenda or be otherwise circulated.

14. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

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- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda; (in accordance with Rule 3.2 (ii))
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to extend the time limit for speeches by 2 minutes;
- (i) to amend a motion;
- (j) to proceed to the next business;
- (k) that the question be now put;
- (l) to adjourn a debate;
- (m) to adjourn a meeting;
- (n) to suspend a particular Council Procedure Rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a member named under Rule 22.4 or to exclude them from the meeting under Rule 22.5;
- (q) to give the consent of the Council where its consent is required by this Constitution; and
- (r) to move an emergency motion where the Mayor has given consent.

14A. EMERGENCY MOTIONS

Any Member may ask the Mayor to consider the admission of an emergency motion as urgent business, provided that due notice could not reasonably have been given in accordance with Rule 13.1. All other Rules relating to motions on notice must be complied with, including

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the giving of written notice, together with the names of the proposer and seconder, to the Democratic Services Manager. This notice should be given, if at all possible, by 10.00 a.m. on the day of the Council meeting and, in any event, no later than 3.00 p.m. on that day.

15. RULES OF DEBATE

15.1 Length of Debate

Discussion on any one motion, including amendments shall not exceed 30 minutes

15.2 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

15.3 Substitution of movers and seconders

Another member may speak on behalf of the mover or seconder who gave written notice of a motion

15.4 Right to require motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

15.5 Secunder's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

15.6 Content and length of speeches

(a) Speeches must be directed to the question under discussion or to a personal explanation or point of order. Except as set out below no speech may exceed three minutes without the consent of the Mayor.

(b) The following persons may be allowed to speak for up to 5 minutes:

(i) The Leader and a Member of the Cabinet or Chair of a Committee who is presenting a report to the Council or moving the adoption of minutes of that Committee

(ii) The mover of a motion.

(iii) A Member exercising his/her right of reply to a motion

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- (c)
 - (i) At the Annual Council Meeting and at the Council meeting which determines the budget and on the occasion of the State of the Borough Debate the Leader shall be allowed 15 minutes to deliver his/her priorities speech.
 - (ii) The Leaders of the opposition groups shall be allowed 7 minutes to reply to (c) (i) above
 - (iii) The Leader or other person as they may nominate shall be allowed a further 3 minutes in total to respond to the speeches in (ii) above

15.7 When a Member may speak again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) if the Member has formally seconded a motion or amendment and reserved the right to speak later
- (b) to speak once on an amendment moved by another member;
- (c) to move a further amendment if the motion has been amended since he/she last spoke;
- (d) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (e) in exercise of a right of reply in accordance with rule 15.11;
- (f) on a point of order; and
- (g) by way of personal explanation.

15.8 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.

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as long as the effect of (ii) to (iv) is not to negate the motion completely.

- (b) Any proposed amendment to a motion or recommendation at Council shall be submitted to the Democratic Services Manager by no later than 10.00 a.m. on the day of the meeting. A motion submitted by a political group may not be amended by that political group in advance of the meeting. The Democratic Services Manager will ensure that Group Leaders are notified by telephone or email of any amendments received as soon as possible prior to the commencement of the Council meeting and in any event before 2.00pm on the day of the meeting.
- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

15.9 Alteration of motion

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

15.10 Withdrawal of motion

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

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15.11 Right of reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) The mover of a motion may nominate another member to exercise the Right of Reply in their place.
- (c) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (d) The mover of the amendment has no right of reply to the debate on his or her amendment.

15.12 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Rules; and
- (h) to not hear further a member named under Rule 22.4 or to exclude them from the meeting under Rule 22.5.

15.13 Closure motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.

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- (b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

15.14 Point of order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

15.15 Personal explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

16. PREVIOUS DECISIONS AND MOTIONS

16.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 20 members.

16.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 20 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

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16.3 Decision of Committee to rescind a previous decision

If a Committee decides that a decision of the Council or a Committee, made within the previous 6 months ought to be rescinded or substantially varied then that Committee, may recommend but may not resolve to the Council that the decision in question be rescinded or varied.

17. VOTING

17.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members present and voting in the room at the time the question was put.

17.2 Mayor's casting vote

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

17.3 Show of hands

Unless a recorded vote is demanded under Rules 17.4 and 17.5, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

17.4 Recorded vote

Save in relation to a Budget Setting Meeting of the Council where rule 17.6 applies, if 8 members present at the meeting demand it, by standing in their places, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. This rule does not apply to procedural motions and is subject to the right of the Mayor to reject any demand for a recorded vote that is considered frivolous or vexatious.

17.5 Right to require individual vote to be recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

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17.6 Recorded votes at Budget Setting Meetings

Immediately after any vote is taken at a Budget Setting Meeting of the Council the names of the members voting for, against or abstaining from the decision will be recorded in the minutes of the meeting.

17.7 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

18. MINUTES

18.1 Signing the minutes

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy, which 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.

18.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting which is not an extraordinary meeting will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

18.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Mayor put them.

19. SUBMISSION OF RECOMMENDATIONS AND REPORTS

19.1 The Chief Executive shall submit a report listing any recommendations from Overview and Scrutiny Committee requiring policy change or Cabinet action. The Mayor shall itemise, in turn, each area of dispute between the Cabinet and the Scrutiny Committee and shall call for a debate on each item. At the conclusion of the debate on each item, the Mayor shall call for a vote to be taken on the item concerned.

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Section A – Council Procedure Rules

19.2 Where the Cabinet or a Committee is making a recommendation to full Council requiring a decision or resolution of the Council a report shall be submitted on the matter. Where the Cabinet or a Committee consider that any matter coming before them merits being drawn to the notice of the full Council, then a report shall be submitted to the next practicable meeting of the Council.

(a) Proposed amendments to recommendations to Council reports must be received in writing by the Democratic Services and Scrutiny Manager , proposed and seconded by two members and received no later than 10:00am on the day of the meeting. The Democratic Services Manager will ensure that Group Leaders are notified by telephone or email of any amendments received as soon as possible prior to the commencement of the Council meeting and in any event before 2.00pm on the day of the meeting with comments from officers if required.

(i) A proposed amendment to a recommendation must be relevant to the recommendation.

(ii) Amendments to recommendations will be moved after the substantive item has been introduced by the relevant member.

(iii) If the amendment is agreed, it will take the place of the recommendation and will then be put to the meeting. If the amendment is not agreed by Council, the original recommendation will then be put to Council.

19.3 In all other cases decisions of the Cabinet, Committees and other bodies may be implemented once the decision is made subject to the procedures on suspending definitive action the Call-In Procedure Rules in and any statutory action by the Monitoring Officer.

19.4 The Chair of the Overview and Scrutiny Committee and the Chair of the Standards Committee will submit a written reports on the proceedings of the Committees as often as the Committees consider necessary but at least once a year at the first meeting after the annual meeting of the Council.

20. RECORD OF ATTENDANCE

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting.

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21. EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by Public).

22. MEMBERS' CONDUCT

22.1 General conduct

Members are required to comply with the Code of Conduct at all times. Where necessary and appropriate the Mayor will remind members of their responsibilities under the Code during the course of the meeting.

22.2 Standing to speak

When a member speaks at full Council they must stand and address the meeting through the Mayor, except where the member or members may be physically unable to do so. If more than one member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

22.3 Mayor standing

When the Mayor indicates by standing or some other means during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

22.4 Member not to be heard further

If a member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor or any other member may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

22.5 Member to leave the meeting

If the member continues to behave improperly after such a Motion is carried, the Mayor may move that either the member leaves the meeting or that the meeting is adjourned for a specified period and to a specified place. If seconded, the motion will be voted on without discussion.

22.6 General disturbance by individual member or groups of members

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long and to such place as he/she thinks necessary.

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23. DISTURBANCE BY PUBLIC

23.1 Removal of member of the public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

23.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

24. DECLARATIONS OF INTEREST OF MEMBERS

24.1 If a member of the Council has a disclosable pecuniary interest or a prejudicial interest as referred to in the Members' Code of Conduct in any matter under consideration, then the member shall declare his or her interest at the start of the meeting or as soon as the interest becomes apparent. The member may not participate or participate further in any discussion of the matter or participate in any vote or further vote taken on the matter at the meeting and must withdraw from the meeting until discussion of the relevant matter is concluded unless that member has obtained a dispensation from the Council's Standards Committee.

24.2 If a member of the Council has a personal interest which is not a disclosable pecuniary interest nor a prejudicial interest, the member is under no obligation to make a disclosure at the meeting but may do so if he/she wishes.

25. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

25.1 Suspension

All of these Council Rules of Procedure except Rules 20, 21 and 24 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

25.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

26. ALTERATION OF DATE/TIME OF MEETING

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The Mayor or Deputy Mayor may in any case when he/she considers it necessary following consultation with the Leader, and provided due notice can be given, alter the date or time of the meeting of the Council.

27. INTEREST OF OFFICERS IN CONTRACTS

The Monitoring Officer shall record particulars of any notice given by an officer of the council

28. ADVICE TO COUNCIL BY OFFICERS

The Mayor may permit Officers to give advice to the Council as and when appropriate.

29. OPEN SESSIONS WITH PARTNERS

29.1 The Leader, after consultation with the Mayor, may request the Democratic Services Manager to call an open session at which partner organisations via nominated spokespersons will be invited to attend and debate with elected members, matters of common interest and public policy. Such meetings may be held outside Council premises. The Democratic Services Manager, will by letter, invite partner organisations to attend the event. The Council rules of debate will be applicable to open sessions and these will be set out in the letter of invitation.

29.2 Haringey Debates

The Haringey debates which take place at ordinary meetings may take the form of an Open Session. The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity.

30. VOTES OF NO CONFIDENCE

30.1 A vote of no confidence relating to any office holder may only be moved if notice of it clearly set out as such appears on the agenda of the relevant meeting of the Council

30.2 In accordance with Article 7.06 in Part 2 of this Constitution, the Leader shall cease to hold office if a vote of no confidence is carried at a meeting of the full council by a majority of the members of the whole council then present. In that event Articles 7.06 and 7.07 make provision for the discharge of the Leader's functions.

30.3 A Chair of a Committee, Sub-Committee or other body shall cease to hold office if a vote of no confidence is carried at a meeting of the full Council by a majority of the members of the whole Council then present. The Vice Chair will assume the role of Chair until such time as

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the appointment of a replacement as Chair, or the re-appointment of the member concerned, by full Council.

- 30.4 For the avoidance of doubt, Rule 30.3 applies to all other bodies exercising non-executive functions including the Alexandra Palace and Park Board. Rule 30.3 shall not apply to the Chair of the Overview and Scrutiny Committee or the Chair of a Scrutiny/Review Panel but Article 6.05 shall apply.

31. ALEXANDRA PARK AND PALACE

Before full Council considers any matter, acting in its capacity as the statutory trustee of Alexandra Park and Palace trust, the Chief Executive shall read out the following reminder to Members: “When discharging the trustee function the Council must have regard to its duties as the trustee to the exclusion of all other matters. These duties include the obligation to act in the best interests of the charity above all other considerations. Similarly, each Member is under a duty, to the extent that it lies within the Member’s power, to secure that the Council fulfils its duties as the trustee and, conversely, that the Council does not commit any breach of trust.”

32. RECORDING, PHOTOGRAPHY AND USE OF SOCIAL MEDIA AT MEETINGS

- 32.1 Meetings may be filmed or recorded by the Council for live or subsequent broadcast via the Council’s internet site or by anyone attending the meeting using any communication method. Members of the public recording, filming or reporting on any meeting shall be asked not to include the public seating areas, however the Council cannot guarantee that members of the public attending any meeting will not be filmed or recorded by others attending the meeting. Members of the public participating in any meeting (e.g. making deputations, asking questions, making oral protests) will be aware that they are likely to be filmed, recorded or reported on. Members of the public shall be aware that by entering the meeting room they are consenting to being filmed and to the possible use of those images and sound recordings.
- 32.2 The Chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual, or may lead to the breach of a legal obligation by the Council.
- 32.3 There is a protocol outside this Constitution offering guidance on recording, photography and use of social media at Council, Cabinet and other public meetings.

PART FOUR – RULES OF PROCEDURE
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**33. MAYOR'S PREROGATIVE ON THE INTERPRETATION OF
PROCEDURE RULES**

The ruling of the Mayor, with the advice of the Chief Executive or the Monitoring Officer, on the interpretation or application of any of these Standing Orders, or on any procedures of the Council Meeting, shall not be challenged at the meeting.

Part Four, Section B

Committee Procedure Rules

COMMITTEE PROCEDURE RULES

1. The Council at its annual meeting shall establish such Committees, Sub-Committees and other bodies as may be required by law or be necessary to carry out the work of the Council, and shall prescribe the number of voting members of each Committee or other body having regard to political balance in accordance with the Local Government and Housing Act 1989, define their terms of reference and delegate to them such functions, powers and duties (except the power of levying the council tax) as the Council shall think fit or statute may require.
2. The Council may resolve that non-voting members, assessors and advisers shall also be appointed to any such committee or other body, and shall hold office until the annual meeting in the year following their appointment or for so long as the Council deem appropriate, whichever is the earlier; and if they resolve to make such appointments, shall specify the number of appointments to be made and the functions in relation to the body that each person so appointed may exercise.
3. Where appointments to Sub-Committees and other bodies are made by the Council, they shall be deemed for all purposes to have been made by their parent Committee (or, in the case of joint Sub-Committees and other bodies, by their parent Committees) and to be subordinate bodies of the Committee(s), which may make arrangements for a sub-committee to discharge any of the functions of the authority which the committee may discharge.
4. Where Chairs and Deputy-Chairs of Sub-Committees and other bodies have been appointed by the Council shall be deemed to have been appointed by their parent Committee(s).
5. From time to time other bodies may be established for the purpose of assisting or advising Committees in the exercise of their functions. They may be authorised to co-ordinate executive action across several Services or to develop policy in areas where special consideration is desirable.
6. Unless expressly provided for in the respective constitution or terms of reference, these rules will apply to all non-executive bodies including the Licensing Sub-Committee. When the Licensing Sub-Committee is conducting a hearing, then only the rules on Substitute Members shall apply.

PART FOUR – RULES OF PROCEDURE
Section B – Committee Procedure Rules

7. Whenever:
 - (a) the Council is required to review the allocation of seats on Committees between political groups, or
 - (b) the Council resolves to carry out such a review, or
 - (c) a Committee is required to review the allocation of seats on a Sub-Committee between political groups, or
 - (d) a Committee resolves to carry out such a review, the Chief Executive shall submit a report to the Council or Committee (as the case may be), showing what allocation of seats would, in his/her opinion, best meet the requirements of section 15(4) of the Local Government and Housing Act 1989.
8. In the light of such a report under paragraph 7 above, the Council or Committee, as the case may be, shall determine the allocation of seats to political groups.
9. Full Council, in respect of non executive committees and the Leader, in respect of Executive appointments, are responsible for appointing to or terminating appointing to committees/Cabinet.
10. These rules in respect of Committees shall apply to the Standards Committee and Licensing Sub-Committee, to the extent indicated in paragraph 6 above, with the exception of the rules on political balance in relation to the Licensing Sub-Committee.

MEETINGS OF COMMITTEES, SUB-COMMITTEES, ETC.

12. The meetings of Committees and Sub-Committees shall be organised in accordance with a timetable approved each year by the Council and/or the Cabinet. The Chair may call a special meeting and may agree to the cancellation of a meeting on being satisfied that there is insufficient business to warrant it. Dates of meetings may be changed to a date decided by the Chair if it is in the interests of the Council's affairs or in the public interest to do so.
13. Other bodies may be timetabled or shall meet as and when required on dates to be decided by the Chair following consultation with the leading Opposition member.
14. The Chair of a Committee or Sub-Committee may call a special meeting if a requisition for a special meeting, signed by at least two, or one quarter of the total number of the voting members of a Committee or Sub-Committee, whichever is greater, has been presented to the Democratic Services Manager.

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15. If the Chair has refused to call a meeting or, without him/her so refusing, no special meeting has been called within seven days of the presentation of the requisition, then any two, or one quarter of the number of the voting members of the Committee or Sub-Committee, whichever is greater, may forthwith call a special meeting of the Committee or Sub-Committee.
16. Where any members decide to call a special meeting of a Committee or Sub-Committee, they shall signify to the Chief Executive that they have done so, the business to be transacted and the date and time for which the meeting is called. The Chief Executive shall thereupon ensure that the agenda is published and sent as at rule 51 below.
17. The notice convening a special meeting shall set out the business to be considered, and no other business shall be considered.
18. No meeting shall continue after 10 p.m., except that discussion of the specific item or case in hand at 10 p.m. may continue thereafter at the discretion of the Chair of the meeting. Consideration of any business remaining shall be deferred to the next ordinary meeting, except where the matter(s) falls to be dealt with under the urgency provisions.
19. In the absence of the Chair, the Deputy-Chair(s) shall have authority to act for any of the purposes set out in rule 12-15 above.

CHAIRS AND DEPUTY CHAIRS OF COMMITTEES, SUB-COMMITTEES, ETC

20. At each annual meeting, the Council shall appoint the Chair and Deputy Chair(s) for every Committee, Sub-Committee and other body for the year ahead, unless the Constitution provides otherwise. If a vacancy arises during the year, the Chief Executive shall report to the next ordinary meeting of the Council to enable a member to be appointed to fill the vacancy.
21. If any appointment possible under the previous paragraph is not made, the Committee, Sub-Committee or other body shall, from among their voting members, appoint a person to preside at their meetings.
22. In the absence of the Chair from a meeting, the Deputy-Chair shall preside. In the absence of both the Chair and a Deputy-Chair from a meeting and providing the meeting is quorate, any member may propose, at the request of the Democratic Services Manager or his/her representative, the election of a voting member present to preside at the meeting.
23. The first proposal to elect a member to preside shall be voted upon before any further proposal is made. The Democratic Services Manager or his/her representative, acting on the advice of the Monitoring Officer or his/her representative, shall determine any

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question of interpretation relating to the election procedure before a member has been chosen to preside. Unless a member is elected to preside, or the Chair or Deputy Chair returns, the meeting cannot transact any business.

24. If, while another member is presiding at a meeting, the Chair or Deputy-Chair enters the meeting, the member presiding shall stand down in favour of the Chair or Deputy-Chair at the conclusion of the item under discussion.

QUORUM

25. No business shall be transacted at any meeting of a Committee, Sub-Committee or other body, unless at least one quarter of the whole number of voting members are present, provided that in no case shall any business be transacted unless at least three voting members are present.

26. **Commencement of Meeting**

If there is no quorum after fifteen minutes from the time appointed for the start of the meeting, that meeting shall be postponed to a future date, to be determined by the Chair after consultation with the Opposition spokesperson.

27. **During Meeting**

If at any time after the commencement of a meeting there is not a quorum present, the Chair shall suspend the business for three minutes. If there is still no quorum at the end of three minutes the Chair shall terminate the meeting.

LIMITATION ON DELEGATED POWERS

28. Each Committee, Sub-Committee, or other body shall act in accordance with Part 3 of this Constitution and with the responsibilities for functions so delegated to it as approved by the Council (and in accordance with its own constitution, if any) subject to the following general reservations:

(a) Where powers have been delegated to a Committee, Sub-Committee, or other body it shall be competent for that body to refer any matter to the next higher authority for decision by them and the Democratic Services Manager shall so arrange. A Chair of a body may, within two working days after the date of a decision being made and before definitive action has been taken, delay by written notice to the Democratic Services Manager, such definitive action to enable the decision to be confirmed or otherwise by the next higher authority.

(b) A matter referred by a joint body to the higher authority under sub-clause (a) above shall be submitted to the relevant parent

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body/bodies having responsibility for that aspect of the joint body's terms of reference.

QUESTIONS, DEPUTATIONS AND PETITIONS

29. Public Questions

- 29.1 Any resident, council tax payer or national non domestic rate payer of the Borough may ask the Chair of any Committee or its sub bodies any question on anything for which the Committee is responsible at any ordinary meeting.
- 29.2 Notice of questions must be given in writing to the Democratic Services Manager by 10 a.m. on such day as shall leave ~~five~~ **three** clear days before the meeting (e.g. Friday for a meeting on the Monday 10 days later). The notice must give the name and address of the sender. Should a question be rejected, the questioner will receive a written response advising of this, including the reasons for the rejection
- 29.3 The Monitoring Officer may reject a question if it:
- Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous or offensive;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - Requires the disclosure of confidential or exempt information.
- 29.4 The Democratic Services Manager may put questions into an appropriate form without affecting their substance and redirect them if necessary.
- 29.5 The questions to be asked shall be supplied to all members no later than at the meeting.
- 29.6 The Democratic Services Manager shall announce the question number and the name and address of the questioner. The questioner shall ask the question and the member shall reply orally or may ask another member to reply on his/her behalf.
- 29.7 The Chair may allow one supplementary question for elucidation only.
- 29.8 A total time of 20 minutes (excluding any adjournment) shall be allowed for public questions and answers, but a question being answered at the time limit shall be completed.
- 29.9 Any questions remaining unanswered after the time limit, and any questions for which the questioner is neither present shall be answered in writing.

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30. **Deputations**

- 30.1 A deputation may only be received by a Committee or its sub bodies if a requisition signed by not less than ten residents of the Borough, stating the object of the deputation, is received by the Democratic Services Manager not later than 10am to leave ~~five~~ **three** clear days prior to the Committee meeting.
- 30.2 Requisitions for deputations shall not be accepted from, nor on behalf of, political parties, nor if submitted on paper bearing the name, insignia or other device of a political party.
- 30.3 Subject to the foregoing the Democratic Services Manager shall bring the requisition before the Chair, who shall decide whether notice shall be given of the deputation on the agenda paper for a meeting of the Committee. The Chair must have regard to other business on the agenda in reaching such a decision; however a deputation will normally be accepted where there is an item on the agenda of the same subject matter. Where there is not an item on the agenda of the same subject, the Chair may refer the deputation to another relevant body of the Council.
- 30.4 The Deputation leader must be notified in writing as soon as possible if the deputation is not to be taken at that Committee meeting, advising of the reasons for the deputation not being taken at the Committee.

30.5 Scope of deputations

The Monitoring Officer may reject a deputation if it

- Is not about a matter for which the relevant Committee has responsibility;
- Is defamatory, frivolous or offensive;
- Is substantially the same as a deputation, question or motion which has been put at a meeting of the Committee in the past six months; or
- Requires the disclosure of confidential or exempt information.

30.6 Taking the deputation at the meeting

- A total of 15 minutes shall be allocated to deputations on the Committee agenda.
- If the Chair has decided that the notice of the deputation shall be given on the agenda paper, any councillor shall be at liberty when the item is called by the Chair to move a motion without notice that

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the deputation be not received or that it be referred to another relevant body of the Council and such motion on being seconded shall at once be put to the vote.

- The deputation spokesperson will be given three minutes to introduce the deputation, referring to the matters in their deputation requisition. Following which they may answer any questions from members. The Chair will allocate a maximum amount of time for each deputation, and will have regard to other items of business on the agenda when doing so.

30.7 The Committee Chair will provide a response in writing to the deputation spokesperson, outlining the actions that will be taken as a result of the deputation.

31. Petitions

- 31.1 The Democratic Services Manager should be notified of any Petitions by 10 a.m. five clear days in advance of the Committee meeting. The petition will be handed to the Chair, and recorded as received by the Democratic Services Manager without any further debate. The Chair should report the response to the petition at the next ordinary meeting of the Committee.

PRESENTATIONS

32. Presentations shall be made to Committees at the discretion of the Chair on matters of interest or concern to residents of the Borough which fall within the scope of the Committee's terms of reference.
33. The total time allowed for a presentation shall not exceed 30 minutes, including the time allowed for questions, unless the meeting approves some other limit.

CONFIRMATION OF MINUTES

34. Minutes of every meeting shall be presented to the next ordinary meeting.
35. The Chair shall put the question that the minutes of the meeting held on the (date) be confirmed as a correct record and signed.
36. No discussion shall take place upon the minutes except upon their accuracy. If no question is raised, or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

RULES OF DEBATE

37. Meetings are to be conducted with as little procedural formality as is consistent with the need for good order and the despatch of business.

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38. The Chair shall conduct the debate and shall seek to prevent a member from wasting time, being repetitive or using unbecoming language. In matters of doubt the Chair shall have regard to the appropriate provisions of these Procedure Rules. Each speaker must direct his or her speech to the question under discussion, or to a point of order, or to a personal explanation.

DISORDERLY OR OFFENSIVE CONDUCT BY A MEMBER

39. **Member not to be heard further**
If a member persistently disregards the ruling of the chair by behaving improperly or offensively or deliberately obstructs business, the chair may move that member be not heard further. If seconded, the motion will be voted on without discussion.
40. **Member to leave the meeting**
If the member continues to behave improperly after such a motion is carried, the chair may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.
41. **General disturbance**
If there is a general disturbance making orderly business impossible, the chair may adjourn the meeting for as long as he/she thinks necessary.

DISTURBANCE BY MEMBERS OF THE PUBLIC

42. **Removal of member of public**
If a member of the public interrupts proceedings, the chair will warn the person concerned. If they continue to interrupt, the chair will order their removal from the meeting room.
43. **Clearance of part of meeting room**
If there is a general disturbance in any part of the meeting room open to the public, the chair may call for that part to be cleared.

DECLARATIONS OF INTEREST OF MEMBERS

44. If a member of a Committee has a disclosable pecuniary interest or a prejudicial interest as referred to in Members' Code of Conduct in any matter under consideration, then the member shall declare his or her interest at the start of the meeting or as soon as the interest becomes apparent. The member may not participate or participate further in any discussion of the matter or participate in any vote or further vote taken on the matter at the meeting and must withdraw from the meeting until discussion of the relevant matter is concluded unless that member has obtained a dispensation from the Council's Standards Committee.

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45. If a member of a Committee has a personal interest which is not a disclosable pecuniary interest nor a prejudicial interest, the member is under no obligation to make a disclosure at the meeting but may do so if he/she wishes.

VOTING

46. Unless the Constitution provides otherwise, any matter will be decided by a simple majority of those members present and voting in the room at the time the question was put. Voting shall be by a show of hands.
47. Immediately after the vote is taken, a member may require to be recorded in the minutes whether he/she voted for or against the decision or abstained.
48. In the case of an equality of votes, the Chair shall have a second or casting vote, unless the constitution of the body as approved by the Council provides otherwise.
49. Proposals carried are recorded as resolutions or recommendations. Proposals lost are not recorded, except as provided for in (2) above.

ATTENDANCE

50. Any member of the Council may attend the public part of all meetings whenever he/she wishes and, with the Chair's consent, may take part in the business of a meeting of which he/she is not a member but may not move a resolution nor vote. Before a member participates in or addresses a meeting under this rule, written notice should be given to the Chair, preferably before the meeting but in any event as soon as the member arrives at the meeting. Members of the Council are not required to complete any form used by the public to request permission to speak at a meeting.
51. With the Chair's consent, any member of the Council may attend the exempt part of meetings whenever he or she wishes and may take part in the business of a meeting of which he or she is not a member but may not move a resolution nor vote. No member, other than the appointed members of the bodies concerned, may attend certain meetings affecting specific individuals, such as Appointments Panels, hearings and appeals where this is prevented in the Constitution or procedure rules of the body or where advised by the Monitoring Officer.
52. Apart from at full Council, where every member shall sign his/her name on the attendance sheet, attendance of members at committees will be recorded by the Democratic Services staff.
53. Where a member is proposing to be absent for any reason from a meeting of a particular Committee/Sub-Committee to which they have been appointed they may give notice to arrange for a substitute

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member in their place. The Chief Whip of a political group may give this notice in place of any member from that group who will be absent.

54. Notice under rule 53 must be given in writing, including e-mail, to the Democratic Services Manager by 10.00 a.m. on the day of the meeting if the meeting commences at 6.00 p.m. or later. Where the meeting commences before 6.00 p.m., the notice must be given by 10.00 a.m. on the previous working day before the meeting.
55. On receipt of notice under rule 53 above, the Democratic Services Manager will notify the Chief Whip for the political group of the member who will be absent. The Chief Whip will make arrangements for the attendance of a substitute member from the list of reserve members for that Committee/Sub-Committee nominated by the group. Where none of the listed reserve members for the relevant Committee/Sub-Committee is available, or where no reserve members have been nominated, then the Chief Whip may select any other member of the group. The provisions of this rule are subject to rule 58 below.
56. The name of the member selected to act as the substitute must be notified in writing, including e-mail, by the Chief Whip to the Democratic Services Manager no later than 3 hours before the time for commencement of the meeting stated on the agenda.
57. If the Chief Whip of a political group is absent or unable to act for any reason, then any action to be taken by the Chief Whip in this rule may be undertaken instead by the group's Assistant Whips, Group Secretary and Group Chair.
58. In the case of meetings of Committees/Sub-Committees where prior member training is required, only those members who have attended appropriate training can be selected as substitutes. Currently these bodies are the Standards Committee and its Sub-Committees, the Planning Sub-Committee, Dismissal Appeals Sub-Committee, and hearings conducted by the Licensing Committee and its Sub-Committees. Reserve members will be trained for the relevant body as soon as possible after their appointment.
59. Substitutes properly appointed will be recorded in the minutes and shall carry full voting and other rights and responsibilities. Rule 53 does not apply so as to allow substitution at meetings of the Cabinet or its Committees or its subordinate bodies.

RECORDING, PHOTOGRAPHY AND USE OF SOCIAL MEDIA AT MEETINGS

60. Meetings may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Members of the public recording, filming or reporting on any meeting shall be asked

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not to include the public seating areas, however the Council cannot guarantee that members of the public attending any meeting will not be filmed or recorded by others attending the meeting. Members of the public participating in any meeting (e.g. making deputations, asking questions, making oral protests) will be aware that they are likely to be filmed, recorded or reported on. Members of the public shall be aware that by entering the meeting room they are consenting to being filmed and to the possible use of those images and sound recordings.

61. The Chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual, or may lead to the breach of a legal obligation by the Council.
62. There is a protocol outside this Constitution offering guidance on recording, photography and use of social media at Council, Cabinet and other public meetings.

SUSPENSION AND AMENDMENT OF COMMITTEE PROCEDURE RULES

63. All of these Committee Procedure Rules except Rules 44, 45 and 52 may be suspended by motion on or without notice if at least one half of all members of the Committee, sub committee etc., are present. Suspension can only be for the duration of the meeting.

CHAIR'S PREROGATIVE ON INTERPRETATION OF STANDING ORDERS

64. The ruling of the Chair on the interpretation or application of any of these Standing Orders, or on any proceedings of the Committee, Sub-Committee, Panel or other body, shall not be challenged.

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HARINGEY GOVERNANCE REVIEW

DRAFT PROTOCOL COVERING FULL COUNCIL

1 INTRODUCTION

- 1.1 ~~One of the key objectives of Haringey's Governance Review 2010/11 was to improve the effectiveness of Full Council meetings.~~
- 1.2 The Terms of Reference for Full Council is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which Full Council will function.
- 1.3 This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

2 MEETING FREQUENCY AND STRUCTURE

- 2.1 Full Council shall meet five times each year, with those meetings structured as follows:
- 1 meeting: The Annual Meeting;
 - 1 meeting: The Budget-setting Meeting;
 - 3 meetings: A 'Haringey Debate' and a formal business section.

[Council Standing Orders 29.1 provide for the Leader, after consultation with the Mayor, to request the Democratic Services Manager to call an open session at which partner organisations via nominated spokespersons will be invited to attend and debate with elected members, matters of common interest and public policy. Such meetings may be held outside Council premises. The Democratic Services Manager, will by letter, invite partner organisations to attend the event. The Council rules of debate will be applicable to open sessions and these will be set out in the letter of invitation. The Leader has indicated adding a council meeting to the council calendar to accommodate this]

- 2.2 It is proposed that Full Council meetings shall commence at ~~19:30~~ 19:00 and finish by 21:30. *[The start time is proposed for change to allow support completing the agenda by 9.30pm or by 10pm at the latest and will also allow the public attending the meeting to make representations an earlier time slot]*
- 2.3 Reports from Cabinet and Committees shall only be submitted to Full Council when a decision is necessary.
- 2.4 In the event of urgency, an extraordinary meeting of Full Council may be called in accordance with the procedure stated in the Council's Constitution (Part 4 Section a Council Procedure Rules).

The Annual Meeting

- 2.5 The Annual Council Meeting shall only deal with appointments and elections, as set out in the Council's Constitution (Part 4 Section A Council Procedure Rules). *[council standing order provisions do allow additional items to be considered as long as they are set out on the agenda on the day of publication. However, practically, this meeting should be a ceremonial*

gathering, allowing the meeting to be completed by 8.30pm so councillors also have the opportunity to meet informally with invited guests such as partners and stakeholders]

The Budget-setting Meeting

- 2.6 The Budget-setting Meeting shall only consider the budget and any amendments.
- 2.7 The Council may also receive deputations and petitions related to the budget. *[This is in line with council standing orders]*

The 'Haringey Debate' Meetings

- 2.8 The themes of the three Haringey Debates shall be agreed each year as follows:
- The last of the Haringey Debates shall be on the Mayor's Theme, so that the mayor can set out the work which s/he has been involved with over her time of office, and how s/he would like the work of the mayor's theme to continue;
 - Each group shall be able to choose one Haringey Debate topic each.
- 2.9 The subject for the debate will be for the individual groups and mayor to choose. It should however have clear relevance to Haringey. Where possible it should also tie with one of the ~~Haringey Strategic Partnership~~ Borough Plan themes.
- 2.10 The first Haringey debate will be led by the majority group the second by the minority group. When the Haringey debate is led by the majority group the first motion at the same council meeting will be the minority group's motion and vice versa.
- 2.11 Haringey debates will start with a **five** minute introduction by either the Mayor or the member leading the debate on behalf of their Group. This should outline the purpose of the debate and the objective of the debate. This information should also be made available when the summons for the meeting is issued. *[The time allowed for the introduction is in line with the Council Standing Orders]*
- 2.12 Both groups leading the debate should attempt to make members, partners and the public aware of the proposed theme for the debate as far in advance as practical.
- 2.13 Each debate will provide an opportunity for a presentation to be made by an external organisation or partner on the issue which has been chosen for the debate. This will be organised by either the mayor or political group leading the debate. The presentation will last up to 10 minutes.
- 2.14 Following the presentation up to ~~45~~**30** minutes will be provided for members wishing to speak on the theme. Each member speaking will have up to 3 minutes each. Each group whip in advance of the meeting will provide names of members wishing to speak in the debate. This is to assist the Mayor in chairing the debate rather than being a rigid list. The Mayor will retain the right to call members as s/he sees fit.
- 2.15 Either the Leader of Cabinet member with Cabinet responsibility for the theme will be provided the opportunity to respond to the debate and outline actions

which the Cabinet will take forward following the debate. *[Often time is needed to consider the issues raised in the debate, as a way forward could providing a written response be a way forward? This would allow the key issues to be fully considered and actions to be taken set out?]*

2.16 Following this response the member who introduced the theme for the debate will be provided with an opportunity to summarise the debate.

2.17 The formal business section of these three meetings shall include:

- Any decision that must legally be taken by the Council;
- Council Questions (as detailed in Section 3);
- Debating motions – a maximum of one motion per group plus any amendments. The order of the motions from the groups shall be alternated each meeting, such that the group with the first motion has not selected the topic of the Haringey Debate for that meeting;
- Appointments to outside bodies;
- Deputations and petitions.

[The above order of items is out of step with the Council standing Orders, members may wish to comment on the order of items. For example, deputations and petitions may need to be earlier agenda items to allow parents / young people to attend.]

3 COUNCIL QUESTIONS

3.1 Members shall have the opportunity to question the Leader and Cabinet through oral questions, to maximise the live debate of issues. There shall be a maximum of eight questions from Members per Council meeting which will receive oral answers. Oral questions will be placed so as to alternate on the agenda with four from each political party. A time limit of 30 minutes shall be allowed for oral questions and responses.

3.2 Oral question do not have to relate the theme of the Haringey Debate.

3.3 Members shall be able to submit in advance a question to the Leader or Cabinet Member, which will receive a written response. Members are expected to limit the number of written questions that are submitted, with this arrangement subject to review should no improvement be achieved.

3.4 Any member of the public shall be able to ask questions of the Cabinet, Committee Chairs, or the Leader of the Council, provided that notice is given in writing at least eight clear days in advance.

3.5 A member of the public shall only be able to submit one question per meeting.

3.6 A total time limit of 20 minutes for public questions and answers shall be allowed per meeting.

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