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12 March 2024

To: All Members of the Full Council

Dear Member,

Full Council - Thursday, 14th March, 2024

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:

5. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 4TH OF MARCH 2024 (PAGES 1 - 12)**

9. **TO RECEIVE REPORTS FROM THE FOLLOWING BODIES (PAGES 13 - 140)**

Standards Committee –

This will contain recommendations on approval of the Member Allowances Scheme 2024/2025 and Changes to Council Standing Orders.

Yours sincerely

Ayshe Simsek, Democratic Services and Scrutiny Manager

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**MINUTES OF MEETING Full Council HELD ON Monday, 4th
March, 2024, 7.30pm - 9.15pm**

PRESENT:

Councillors: Anna Abela, Gina Adamou, Peray Ahmet, Kaushika Amin, Emily Arkell, Dawn Barnes, Nicola Bartlett, John Bevan, Barbara Blake, Mark Blake, Zena Brabazon, Cathy Brennan, Lester Buxton, Dana Carlin, Liam Carroll, Luke Cawley-Harrison, Lotte Collett, Pippa Connor, Nick da Costa, Lucia das Neves, Isidoros Diakides, Erdal Dogan, George Dunstall, Scott Emery, Ruth Gordon, Mark Grosskopf, Makbule Gunes, Mike Hakata, Emine Ibrahim, Marsha Isilar-Gosling, Thayahlan Iyngkaran, Sue Jameson, Cressida Johnson, Ahmed Mahbub, Mary Mason, Sean O'Donovan, Felicia Opoku, Ajda Ovat, Sheila Peacock, Reg Rice, Alessandra Rossetti, Michelle Simmons-Safo, Anne Stennett, Elin Weston, Matt White and Sarah Williams

ALSO ATTENDING:

57. FILMING AT MEETINGS

The Mayor referred to the filming at meetings notice and members noted this information.

58. TO RECEIVE APOLOGIES FOR ABSENCE

The following apologies for absence were noted:

Cllr Elliott

Cllr Jogee

Cllr Chandwani

Cllr Culverwell

Cllr Lawton

Cllr Ali

Cllr Worrell

59. TO ASK THE MAYOR TO CONSIDER THE ADMISSION OF ANY LATE ITEMS OF BUSINESS IN ACCORDANCE WITH SECTION 100B OF THE LOCAL GOVERNMENT ACT 1972

The meeting noted that there was one item of business, which could not be available earlier, and which will need to be dealt with at this meeting.

Item 13 - Budget amendments - council standing order 15.8b allowed amendments to recommendations to be put forward by 10am on the day of the meeting.

The Mayor accepted the budget amendment from the Liberal Democrat group as late business.

60. DECLARATIONS OF INTEREST

Cllr Ibrahim declared a personal interest as a council employee of another London Borough and full time Unison trade union representative of employees.

61. TO ASK MEMBERS WHETHER THEY NEED TO MAKE A DECLARATION IN ACCORDANCE WITH SECTION 106 OF THE LOCAL GOVERNMENT FINANCE ACT 1992 IN RELATION TO UNPAID COMMUNITY CHARGE OR COUNCIL TAX LIABILITY WHICH IS TWO MONTHS OR MORE OUTSTANDING

No declarations were made.

62. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 13 NOVEMBER 2023, 20 NOVEMBER 2023, 12 FEBRUARY 2024

RESOLVED

To approve as a correct record the minutes of the Full Council meetings held on the 13th of November 2023, 20th of November 2023 and 12th of February 2024.

63. TO RECEIVE SUCH COMMUNICATIONS AS THE MAYOR MAY LAY BEFORE THE COUNCIL

These would be emailed at the next meeting on the 14th of March 2024.

64. TO RECEIVE THE REPORT OF THE CHIEF EXECUTIVE

There were no matters to consider.

65. TO RECEIVE THE REPORT OF THE MONITORING OFFICER AND HEAD OF LEGAL SERVICES

There were no matters to consider.

66. APPROVAL OF COUNCIL TAX REDUCTION SCHEME FOR 2024/25

The Cabinet Member for Finance and Local Investment introduced the report, which set out the process and content of proposed changes to the administration and policy of the Haringey Council Tax Reduction Scheme to be introduced in 2024/25. The report set out a series of options to amend the current scheme, with a preferred option recommended. It also set out the results of the consultation process undertaken.

RESOLVED

1. To note that a public consultation has been carried out (see Appendix 2) and its findings incorporated into the Equality Impact Assessment (Appendix 3)
2. To agree to adopt the amended Council Tax Reduction Scheme 2024/25 (Appendix 4) from 01 April 2024 and delegate authority to the Director of Finance, the Director of Environment and Resident Experience and the Assistant Director Resident Experience to take all appropriate steps to implement and administer the Scheme. In addition to the changes prescribed by law, agreed the new CTRS would include the following proposed changes:
3. To introduce income and capital disregards for payments made under the following schemes:
 - Windrush payments
 - Historical Child Abuse payments
 - Grenfell Tower support payments
 - Child Disability payments
 - Payments made by the Child Migrant Trust
 - Compensation payments for DWP errors
 - We Love Manchester emergency funds
 - Payments made due to an error of law
 - Scottish Infected Blood Support Scheme
 - An approved blood scheme
 - London Emergencies Trust
 - Thalidomide payments
 - Payments made under Section 49 of the Childrens and Families Act 2014.
4. To agree to update the scheme to include the following changes in Scottish and Welsh legislation and match the pension-age scheme:
 - Payments of Adult Disability Payments will be disregarded as income and residents in receive of this income will be treated as disabled.
 - Child Disability Payments will be included as a qualifying condition for receiving the enhanced disability premium.
 - Scottish social security payments will be disregarded as capital.
 - The definition of childcare will be updated to include people employed by a domiciliary support service and charges referred to in

the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018.

- Care and support payments made under the Social Services and Well-being (Wales) Act 2014 and the Children (Scotland) Act 1995 will be disregarded as income.
 - Include references to Scottish taxpayers and Scottish basic rate of income tax when calculating earnings.
 - Include a new category of part-time firefighter in earned income disregard qualifying conditions, for part-time firefighters employed by the Scottish Fire and Rescue Service.
 - Expand the definition of disability to include changes made in the Social Security and Well-being (Wales) Act 2014.
 - Amend references to The Social Work (Scotland) Act 1968 to reference the Social Care (Self-directed Support) (Scotland) Act 2013.
5. To agree to amend the scheme to make the following administrative changes, thereby matching the pension-age scheme:
- Include Statutory Parental Bereavement Pay as income.
 - Update references to the personal allowance and personal reliefs from the Income Tax Act 2007.
 - Include carers in receipt of the carer element of Universal Credit for the purposes of awarding the Severe Disability Premium.
 - Amend references to the family premium to state 'a family including at least one child or young person'.
 - Amend terminology to include references to service group users, national insurance contributions and exempt work.
 - Include a new category of part-time firefighter in earned income disregard qualifying conditions, for part-time firefighters defined in the Fire and Rescue Services Act 2004.
 - Disregard payments made under the Care Act 2014.
 - Expand the definition of disability to include severely sight-impaired residents included in registers kept under the Care Act 2014.
 - Include references to paternity leave and shared parental leave.

Reasons for decision

The Council Tax Reduction Scheme is a way the Council can redistribute the financial burden on Council Tax payers and provide additional support to those in need.

It is important that the CTRS is simple and easy to claim to maximise uptake and reduce the burden on our residents. It is important that the scheme is easy to access, can help residents to minimise debt, assist household budgeting, and increase the ability to pay council tax.

The proposed amendments to the rules for working age claimants would have the following benefits:

Promotes fairness and consistency. The proposed changes will align the scheme with the pension age scheme and the housing benefit scheme so that residents are treated fairly and consistently regardless of their age.

Improving the accuracy of claims processing. Having multiple schemes with minor differences leads to additional administrative complexity and reduced levels of accuracy. The alignment will improve the accuracy of administrative decision-making.

These changes predominantly relate to ways to simplify the administration of the scheme and maximise uptake. The council is not seeking to reduce the generosity of the current scheme or to reduce the maximum entitlement awarded since 2019.

The affordability to the Council of the CTRS scheme continues to be an important consideration, balanced with the need to support as many residents as possible. The changes will simplify the administration of the working-age scheme by matching changes already introduced in the pension-age scheme.

The Council is obliged to consider whether to revise or replace its CTRS each year. However, it is not obliged to revise or replace it. If any revision or replacement is to be made, the Council must follow the consultation process set out in the legislation and the decision must be made by Full Council.

A decision to consult on the changes detailed above was agreed by the Lead Member for Resident Services & Tackling Inequality on 07 November 2023.

A draft CTRS was published, and a public consultation has been carried out.

The Council has consulted formally with the Greater London Authority (GLA) and the result of the consultation is that the GLA supports the proposed changes. The letter from the GLA is included at Appendix 1.

Alternative options considered

No change to the existing CTRS

This is not recommended because amending the scheme will reduce the administrative burden on the Council and allow residents a consistent and fair experience regardless of age.

Partially adopt the proposed changes

Consideration was given to adopting some of the proposed changes, such as the capital disregards, whilst retaining the existing rules in the other areas. This is not recommended, as it will retain complexity within the scheme by retaining differing rules for working-age and pension-age residents.

67. TO RECEIVE REPORTS FROM THE FOLLOWING BODIES

The Mayor outlined that there were four reports to consider as part of this item, two reports from Cabinet and a report from the General Purposes Committee and a report from the Audit Committee.

Following Cabinet approval in December 2023, the Cabinet now proposed that Full Council adopt a new Housing Strategy to set out the Council's vision and strategic approach to housing in Haringey over the next five years. This was in accordance with Council's Policy Framework, Article 4.01(a) of the Council's Constitution. The Cabinet Member Cabinet Member for Council House building, Placemaking, and Local Economy MOVED her report and recommendations on the Housing Strategy.

RESOLVED

1. To note Appendix 3 which detailed the outcome of the consultation.
2. To adopt the Housing Strategy attached at Appendix 2.

This report was put forward by Cabinet and asked Full Council to consider the following:

- Determination of the Council Tax premium in respect of properties occupied periodically.
- Council Tax Premium for Long-Term Empty Dwellings.

The Cabinet member for Finance and Local Investment MOVED the report and recommendations and it was,

RESOLVED

1. To agree that for any dwelling within the area of the Council if, on any day, there is no resident of that dwelling and it is substantially furnished, the following shall apply:
 - i. the discount in s11(2)(a) of the Local Government and Finance Act 1992 (LGFA) shall not apply to that dwelling; and
 - ii. the amount of council tax payable in respect of that dwelling and that day shall be increased by 100 percent.
2. That with effect from 1 April 2024, that a premium shall be applied to long term empty dwellings as defined in s11B(8) of Local Government Finance Act (LGFA) 1992 (as amended from time to time), and that the amount of council tax payable in respect of that dwelling and that day shall be increased by 100 percent.
3. That, if on any day a dwelling is a long-term empty dwelling, the discount in s11(2)(a) of LGFA shall not apply to that dwelling.

4. To note that until 1 April 2024, the decision made by Full Council in January 2019 in relation to the premium payable in respect of long-term empty dwellings, shall continue in full force and effect.
5. To note that the premium shall not apply to dwellings that are exempt under Regulations 9 and 10 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003.

The Council was required to produce an annual Pay Policy Statement to comply with the requirements of the Localism Act 2011. The attached report from the General Purposes Committee meeting on third of October 2023 recommended that Full Council approved the Pay Policy Statement 2024/25 (attached) for publication in April 2024. The Chair of General Purposes Committee MOVED the report and recommendations.

RESOLVED

To approve the Pay Policy Statement 2024/25, attached at Appendix A.

Council were presented with the updated Treasury Management Strategy Statement for 2024/25, contained as an appendix at item 13, following its scrutiny at the Overview and Scrutiny Committee, presentation at the Audit Committee and in consultation with the Cabinet Member for Finance and Local Investment.

The Chair of Audit Committee MOVED the report and recommendations.

The recommendation on the Treasury Management Strategy appeared under the budget item 13, when it will be decided on.

68. TO CONSIDER REQUESTS TO RECEIVE DEPUTATIONS AND/OR PETITIONS AND, IF APPROVED, TO RECEIVE THEM

Local resident, Paul Burnham, was joined by Michael Hodges, Jacob Secker and Florence Allaway and addressed Council in respect of item 13 on the agenda, Final 2024-25 Budget and 2024-29 Medium Term Financial Strategy and specifically spoke on the proposed service and rent charges increases. The following points were raised:

- In reference to pages 508 and 509 of the Council agenda pack, the deputation felt that the service and tenant charges proposed could not be justified and would adversely life standards for tenants.
- There had been an increase of £2.7 million for Council tenant service charges, significantly affecting some of the poorest in the borough. This needed to be considered in the context of the borough having the highest proportion of lowest paid jobs in the country, with around 17,000 being in low paid jobs.

- The Council was proposing increases to main tenant service charges, including cleaning inside the blocks by 47%, waste management by 43% and concierge charges by 31%.
- These charges would increase the service charge burden for a flat in a block with a concierge from £42 a week to £52 pounds a week. Overall, this would represent an increase of £17 to £18 a week when including both rent and service charges combined.
- Universal credit claims could not be relied upon to manage these increases. He referred to a statement by the Chief Executive of the anti-poverty group Trussell Trust, that Universal Credit was not sufficient to cover living costs.
- In the borough, 95% of food bank users were claiming Universal Credit and nationally 47% of food bank users were social housing tenants and reiterated that Universal Credit was not a solution.
- Reflected that the service-charging model was not effective, did not mean a quality of provision, and called on the council to work with residents to rework this model.
- He contended that there were miss- allocated charges in the report and he queried why local tenants received clean up charges when organisations were holding events, in particular those hosted at the Tottenham Hotspur Stadium. He felt that the event host should be responsible for the costs. He therefore objected to what he considered excessive charges to residents.
- Service charges were supposed to be split fairly between tenants and leaseholders. However, in many instances, the deputation contended that this was not the case.
- Queried the charging for communal lighting in housing blocks considered in past cabinet reports and the difference in charging for leaseholders.

In conclusion, the deputation were not seeking higher charges for leaseholders and not seeking to capsize the HRA but wanting fairer charges. The level of detail in the report was questioned and probity of the recommendations on service and tenant charges being put forward. They felt it was incorrect to claim that service charges were to recover the cost and that contended that the Council have discretion on these charges.

The deputation requested that residents work with the Council to change the current policy on service charges and refer this matter to the Overview and Scrutiny Committee.

The Mayor invited the Cabinet Member for Housing Services, Private Renters and Planning to respond to the issues raised in the deputation, Councillor Williams, Cabinet Member for Housing Services, Private Renters and Planning, responded as follows to the issues in the deputation:

The Cabinet Member began by emphasising that no one wanted migration to universal credit and this was not the matter in hand. The Cabinet member continued to respond as follows:

- These were challenging times for all local authorities.

- The medium-term financial strategy and the Housing Revenue Account (HRA) was being set in a considerably challenging environment and the sharp rise in interest levels since the September 2022 mini budget had exacerbated this.
- Over the last decade, including last year's below inflation rent cap, there had been an equivalent of a 3% reduction in rental income, and this placed considerable pressure on the HRA.
- There was a need to invest significantly in Council homes ensuring that they were decent, safe and well insulated and this was non – negotiable. There was not a desire to cut services as it was acknowledged that these areas needed to be improved and these required improvement actions which were included in the Housing Improvement Plan.
- The Council Service charges would need to be set at a level that recovered the cost of the service and no more than this.
- The Council had been increasing service charges in line with inflation for several years now. However, the divergence between the cost to the Council of providing services to tenants and the amount it charged tenants for those services had been growing. If service charges were not reset to cover the cost of providing services, the gap would continue to increase and would mean that the HRA was covering the shortfall. This would further result in tenants who do not receive services subsidising those who do, which was fundamentally unfair.
- Service charges were only set to cover Council costs.
- In relation to the application of the 5% flexibility, there had been consideration of the effect of increases on tenant's finances. As already noted the Council provided support to all tenants whether in work or in receipt of benefits with financial advice, including support accessing all benefits to which they were entitled and supporting better-paid employment and access to a hardship fund, which applied to those tenants who were finding them themselves, falling into arrears.
- Residents were consulted on rent increases as part of the budget consultation.
- Increases to existing rents and service charges were set in line with government guidance and the recovery of cost. There was no requirement to consult except where a new service was introduced.
- Leaseholders were already charged services on a full cost recovery basis. Resetting tenant service charges on a full cost recovery basis meant the Council was treating tenants and leaseholders in the same manner, getting rid of unfairness, which was arising through the diversion of the inflationary application and the forecast application.

The Mayor thanked Mr Burnham for attending and making his deputation to the Council.

69. FINAL 2024-25 BUDGET AND 2024-29 MEDIUM TERM FINANCIAL STRATEGY

The Mayor invited the Monitoring Officer to outline the requirement for votes.

It was noted that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, and the Council's Standing Orders required the Council to record in the minutes how each Councillor voted, including any abstentions, when determining the Council's Budget and the level of Council Tax to be levied.

The only requirement was to record in the minutes of the meeting how each member voted, and given that there was one amendment and a substantive motion to be voted on, and it could be recorded in the minutes of the meeting how each member voted, including any who have abstained.

Members NOTED this advice.

The Mayor then called on Councillor Carlin, Cabinet Member for Finance and Local Investment to introduce the budget and move the 2024-25 budget and 2024- 2029 Medium Term Financial Strategy and the recommendations a - o at page 438 of the agenda pack. Councillor Ahmet, Leader of the Council formally seconded the motion.

The Mayor then invited Councillor Cawley – Harrison to move the Liberal Democrat group's amendment, as set out in the tabled papers. Councillor Barnes formally seconded the amendment and spoke in favour of their adoption.

Cllr Collett, Leader of the Independent Socialists group, was invited to respond to the budget presentation in accordance with CSO 15.6 c (ii).

The Mayor then opened the debate, in which Councillors: Bartlett, da Costa, Arkell, Rossetti, Gunes, Emery, O'Donovan, Isilar -Gosling, Mason, Connor and lyngkaren contributed to the discussion. Councillor Cawley- Harrison and then Councillor Carlin responded to the debate.

The Mayor then called for a vote on Budget Amendment 1, as set out in the tabled papers. There being 7 Members in favour (Barnes, Cawley- Harrison, Connor, da Costa, Emery, Isilar- Gosling Rossetti) and 39 Against (Abela, Adamou, Ahmet, Amin, Arkell, Bartlett, Bevan, B Blake, M Blake, Brabazon, Brennan, Buxton, Carlin, Carroll , Collett, das Neves, Diakides, Dogan, Dunstall, Gordon, Gunes, Grosskopf, Hakata, Ibrahim, lyngkaran, Jameson, Johnson, Mahbub, Mason, O'Donovan, Opoku, Ovat, Peacock, Rice, Simmons- Safo, Stennett, Weston, White, Williams)

Abstentions – none

Amendment 1 was declared lost.

The Mayor then called for a vote on recommendations a to o contained at page 438 paragraph 3.1 of the agenda pack.

There being 10 Members against (Barnes, M Blake, Cawley- Harrison, Collett Connor, da Costa, Emery, Isilar- Gosling, Mason, Rossetti)

36 in Favour (Abela, Adamou, Ahmet, Amin, Arkell, Bartlett, Bevan, B Blake, Brabazon, Brennan, Buxton, Carlin, Carroll, das Neves, Diakides, Dogan, Dunstall, Gordon, Gunes, Grosskopf, Hakata, Ibrahim, Iyngkaran, Jameson, Johnson, Mahbub, O'Donovan, Opoku, Ovat, Peacock, Rice, Simmons- Safo, Stennett, Weston, White, Williams)

Abstentions – none

The Recommendations were AGREED as follows

- (a) To approve the proposed 2024/25 Budget and Medium-Term Financial Strategy (2024/29) agreed by Cabinet on 6th February 2024 as set out in Annex 1;
- (b) To approve the increase of 2.99% in Haringey's element of the Council tax and an additional 2% for the Adult Social Care Precept;
- (c) To approve the General Fund budget requirement for 2024/25 of £302.05m, net of Dedicated Schools Budget, as set out in Section 7.22 of this report;
- (d) To approve the Cash Limits for 2024/25 of £302.05m as set out in Annex 2;
- (e) To approve the 2024/29 General Fund Capital Programme set out in Appendix 4 of Annex 1 to this report;
- (f) To approve the strategy on the flexible use of capital receipts as set out in Appendix 6 of Annex 1 to this report;
- (g) To approve the Housing Revenue Account (HRA) Budget 2024/29 as set out in Table 9.6 of Annex 1 to this report;
- (h) To approve the 2024/29 HRA Capital Programme set out in Table 9.7 of Annex 1 to this report;
- (i) To note the Greater London Authority (GLA) precept (para. 7.21);
- (j) To approve the budgeted level of non-earmarked General Fund balance and the specific and other reserves as set out in Annex 3b;
- (k) To approve the reserves policy including the Chief Finance Officer's (CFO) assessment of risk and the assessment of the adequacy of reserves, as set out in Annex 3 (a – c);
- (l) To note the report of the Chief Finance Officer under Section 25 of the Local Government Act 2003 on the robustness of the estimates and the adequacy of proposed reserves set out in section 9;
- (m) To approve the Treasury Management Strategy Statement 2024/25 set out in Annex 4; and
- (n) To pass the budget resolution including the level of Council Tax, in the specified format, and to determine that the Council's relevant basic amount of Council Tax for the year is not excessive as set out in Annex 5.

- (o) To note the results of the budget consultation as set out in Appendix 7 of Annex 1 which has been updated since the 6 February 2024 Cabinet meeting to include an additional 111-consultee responses.

Reasons for decision

The Council has a statutory duty to set a balanced budget by 11 March each year.

The report and recommendations from the Cabinet meeting on 6th February 2024 were agreed in full and are attached as Annex 1.

The Budget now proposed has been updated to reflect the final funding allocations announced in the Final Local Government Finance Settlement. Taking all relevant factors into account, this report sets out Cabinet’s 2024/25 Budget and 2024/29 MTFS proposals, including the level of Council tax for 2024/25, for the Council to consider and approve.

Alternative options considered

The Council has a statutory duty to set a balanced budget for 2024/25 by 11 March 2024, accordingly, no other options have been considered.

Therefore, in accordance with legislation and the Council’s constitution, this report recommends that the Council should approve the proposed 2024/25 Budget and 2024/29 Medium Term Financial Strategy agreed by Cabinet on 6th February 2024, including the outcomes from the budget consultation exercise, budget scrutiny and equalities review, which is attached as Annex 1 and approve the Council tax for 2024/25.

CHAIR:

Signed by Chair

Date

REPORT OF STANDARDS COMMITTEE 03/2023/24**FULL COUNCIL 14 March 2024**

Chair: Councillor Ibrahim Ali

1. INTRODUCTION

- 1.1 This report arises from the Standards Committee meetings held on the 5th of March 2024 and asks Full Council to consider the following:
- 1.2 To revoke the Members' Allowances Scheme for 2023/24 as of 31 March 2024 and to approve a new Members' Allowances Scheme, set out at Appendix 3, for the Municipal year 2024/25 to take effect from 1 April 2024.
- 1.3 The updated carers claim form attached at appendix 5.
- 1.4 Changes to Council Standing Orders and Full Council meeting protocol relating to deletion of the Haringey debate provision, the meeting process for motions, Mayor's communications and having additional Oral Council questions.

2. MEMBERS' ALLOWANCES SCHEME 2024/25

- 2.1 The Local Authorities (Members Allowances) (England) Regulations 2003 allow London Boroughs to use an Independent Remuneration Panel set up for the purpose of making recommendations across London. London Councils set up a panel for this purpose in 2001 and its most recent report was published on 5th of January 2024 following a detailed review, with recommendations on the remuneration of Councillors in London.
- 2.2 We noted that the independent review of Members' Allowance commissioned by the Committee in 2019/20 indicated that the Members' Basic Allowance percentage increase be index linked to the local government officer pay percentage increase, capped at 2% to be reduced if a lesser percentage is agreed. In 2023/ 2024, the Standards Committee agreed to keep to this principle and recommended a 2% increase in the basic allowance. We noted that in 2023, the local government officer pay percentage increase, for 2023/24 is 3.88% on all pay points above the maximum of the pay spine but graded below deputy chief officer. The current basic allowance is 11,472 and if a 2% increase was agreed this would rise to by £229.44 to £11,701.44 (rounded to (£11, 701.00)). This would require additional budget spend of around £13, 053.00(57x £229.00). We were in favour of a 2% increase in the basic allowance and saw this as a reasonable adjustment for the increase in volume of casework, increased communications through emails and taking account that Councillor colleagues were spending on additional resources to maintain increased volume of work and had families themselves to support.

- 2.3 The Independent Remuneration Panel set up for the purpose of making recommendations across London on Members' Allowances schemes report, published on 5th of January 2024, further supported this recommended increase in the basic allowance and contained much wider details and analysis of SRA's for London Councils to consider. We noted that our Basic Allowance figure was not the highest or lowest in London but was in the mid-range of provision and was still much lower than the recommended increase set out in the attached IRP report at Appendix 1 of £15,960.
- 2.4 We discussed that going forward, there should be a regularisation of increases to the Basic Allowance to link with the local government pay increase, capped at 2% but noted the legal requirement to consider the Members' Allowance Scheme on an annual basis.
- 2.5 We noted queries about analysis of the Members' Allowance Scheme and the interpretation provided, in the full Council report on the 13th of November 2023, that the allocation of the SRA Band 1B is provided to both the Leader of the Second Opposition Group and Deputy Leader of the Principal Opposition. We noted that an alternative interpretation could be applied, and we were invited to specify whether the scheme should be either the Leader of the Second Opposition Group or Deputy Leader of the Principal Opposition or whether both individuals should receive an allowance. We discussed the following:
- That when this original wording had been added to the Members' Allowance Scheme in 2017/2018, it was prior to the 2018 local elections and when the Standards review of the Members' Allowance Scheme had considered the potential of three political parties being locally elected to take up positions on the Council. We took into account that the second Opposition group had not been elected in the 2022 elections as a political party to provide representation on the Council.
 - The balance of responsibilities and workload of the two opposition groups and that the Principal Opposition group had more members and were responsible for scrutinising the administration.
 - The Principal Opposition held a seat on all ordinary committees of the Council and also held a seat on all scrutiny panels.
- 2.6 We continued to agree that at Table A, Banding group 1B, at bullet point 6, deletion of *Leader of the second Opposition Group or*. This change is reflected at Appendix 2.
- 2.7 We noted that sickness, paternity and maternity leave for Councillors is incorporated in the Members' Allowance scheme. We noted that some work had been done to simplify the process for claiming childcare and carer payments and we agreed to better publicise this form and include it as part of the Council report. This is attached at Appendix 5 for noting.

3. WE RECOMMEND

- 3.1.1 Full Council revoke the Members' Allowances Scheme for 2022/23 as of 31 March 2024.
- 3.1.2 Full Council consider the proposed changes to the Members' Allowance Scheme 2024/2025 set out at **Appendix 3**.
- 3.1.3 Full Council approve the new Members' Allowances Scheme for the Municipal year 2024/25, **as set out in Appendix 4**.
- 3.1.4 Full Council note the updated carers form attached at **Appendix 5**.

4. Changes to Council Standing Orders and Full Council Protocol

- 4.1 On the 5th of March we considered a report on changes to Council Standing Orders and the Full Council Protocol, relating to deletion of the Haringey debate provision, the meeting process for motions, Mayor's communications and having additional oral Council questions to allow wider back bench member involvement in Council meetings. These proposals had been put forward following discussion and steer at the Constitution Working Group.
- 4.2 We agreed with the small update to CSO 8.1(v) to ensure that there was no ambiguity with the rules relating to Council meetings finishing at 10pm. We noted that motions that were not considered could still be put forward to the next meeting, but the onus was still on the political group to put this forward in line with CSO 13 and the sequencing would still need to be in accordance with the Full Council Protocol.
- 4.3 We considered the deletion of the Haringey debate provision from Council Standing Orders and the Protocol and discussed the following:
 - How the debate enabled external speakers and presentation of wider topical issues and allowed the mayor to promote their charity.
 - The debate had been included as a provision in 2011 and the purposes and outcomes were now questioned as there was discussion of the topic at the meetings, but not tangible actions or outcomes proposed following the debates. This situation was not meeting residents, stakeholder expectations. We noted that deleting the debate would allow motions to be reached and this facility can provide tangible resolutions and commitments from the Council.

- We were assured that this process did not exclude local issues from being raised and the deputation's facility still provided the opportunity for public participation.
- Councillors could proactively speak with local stakeholders and residents to promote deputations to connect with the motions.
- The need to make the access to Council meetings easier for local people to encourage a wide range of voices at Council meetings. This included Councillors reaching out to local people that had influence and also updating the web pages to make clearer the engagement in meetings process.

4.4 We noted that the CWG will next consider process on petitions and deputations at Council meeting and requested a further report in November to understand and comment on the final shape of Full Council meetings.

4.5 We noted the changes to the Council Protocol on motion sequencing and mayoral communications and had no specific comments.

WE RECOMMEND

1. That Full Council NOTE the track changes to the Full Council Protocol attached at Appendix 7.
2. That Full Council AGREE the final Full Council Protocol attached at Appendix 8.
3. That Full Council note the resultant changes and additions in yellow to the Council procedure rules set out at Appendix 9
4. That Full Council AGREE the adoption of the final Council Procedure Rules set out at Appendix 10 to take effect from the **close** of the Annual Council meeting on the 20th of May 2024.

Appendices

Appendix 1 Standards Committee Report Members' Allowances Scheme

Appendix 2 Independent Remuneration Panel report 2023

Appendix 3 Members' Allowances Scheme 2024/2025 track changes

Appendix 4 Members' Allowances Scheme 2024/2025 Final

Appendix 5 Updated Carers Form

Appendix 6 Standards Committee Report on Changes to Council Standing Orders and Full Council Protocol

Appendix 7 Track Changes to Full Council Protocol

Appendix 8 Final Full Council Protocol for approval

Appendix 9 Changes to Council Procedure Rules in yellow with deletions and additions included.

Appendix 10 Final Council Procedure Rules for approval

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Report for: Standards Committee 5 March 2024

Title: Members Allowances Scheme for 2024- 2025

Report authorised by : Head of Legal and Governance Fiona Alderman

Lead Officer: Ayshe Simsek - Democratic Services and Scrutiny Manager

Ward(s) affected: N/A

**Report for Key/
Non-Key Decision:** Non key decision

1. Describe the issue under consideration.

1.1 Each year before 31st March, full Council is required by the Local Authorities (Members Allowances) (England) Regulations 2003 to adopt a Members Allowances Scheme for the following financial year.

2. Cabinet Member Introduction

N/A

3. Recommendations

3.1 To consider the changes to the Members' Allowances Scheme set out at paragraph 6.7 and reflected at Appendix 1 to the report.

3.2 To recommend that the Members' Allowances Scheme 2024/25 attached at Appendix 1, and any further changes agreed by the Committee be adopted by Full Council on 14 March 2024.

3.3 To include the carers claim form attached at appendix 3 in the papers for Full Council on the 14th of March 2024 to support publicity.

4. Reasons for decision

4.1 The Council has a legal duty to approve a Members Allowances Scheme before the end of each year to cover the following year. The Council can amend a scheme any time during the year but can only revoke a scheme with effect from the beginning of the year. The scheme must make provision for basic allowances and, if they are to be paid, special responsibility, dependents' carers, travelling and subsistence and co-optees allowances.

5. Alternative options considered.

- 5.1 No alternative options were considered as there is a duty to adopt a members' allowance scheme annually.

6. Background information

- 6.1 This report asks Standards Committee to consider the scheme proposed for 2024/25 municipal year and recommend the final scheme for approval by full Council on the 14 of March 2024, in accordance with Article 14.03 of the Council's Constitution.
- 6.2 Before it can adopt a Members Allowances Scheme the Council has a duty to consider the recommendations of an Independent Remuneration Panel in relation to the payment of Members Allowances.
- 6.3 The Local Authorities (Members Allowances) (England) Regulations 2003 allow London Boroughs to use an Independent Remuneration Panel set up for the purpose of making recommendations across London. London Councils set up a panel for this purpose in 2001 and its most recent report was published on 5th of January 2024 following a detailed review, with recommendations on the remuneration of Councillors in London.
- 6.4 At the 30th of January 2024 meeting, the Committee noted the following issues raised in the 2024 IRP report:
- Focus on to increasing challenges and complex role of councillors and how in London this is becoming more seismic with inclusion of national and international changes are directly impacting communities.
 - Reiterates the wide-ranging responsibilities of local councillors, the time commitment needed and ensuring that the role remains attractive to local residents that have skills, knowledge of the communities and also reflect the demographics of the borough.
 - Strong recommendations for changes to the basic allowance of councillors, and to the SRA for the Leader and Mayors of Councils.
 - Recommendations are supported by research, which has been compiled from canvassing members and holding focus groups with the public to provide Councils with some assurance that the recommendations have been tested and to limit the anxiety around reputational risk.
 - Details how the Leader and Cabinet Member roles are in reality full time positions. There is further information in section 9 of the attached report on the Leader SRA and the responsibility of the role in comparison to other public roles and other roles with financial responsibilities.
 - Discusses, sickness, paternity and maternity leave and noted this is already incorporated in the Haringey Member Allowance scheme. There has been some work to simplify the process for claiming childcare and carer payments and this form is attached for comment at appendix 3. This can be better publicised as part of this report to Council in March.

- The deleted right of Councillors to access the local government pension scheme which has had an impact on recruitment of councillors.

The Committee considered the report and discussed the following:

- The cover report and IRP report referred to member allowances as salaries and this was felt to be misleading as there were many key differences. This included that salaries were associated with permanent positions and additional benefits related to a job role such as a pension. Members allowances were payments for additional responsibilities undertaken in a role which was not permanent and did not relate to the volume of additional work and time allocation.
- There was a future need to promote important role of councillors in the community and attract local people who were passionate about making changes and supporting their communities and this could also involve considering the basic member allowance.
- Noted that often the more full-time roles such as Leader and Cabinet Members were having to entail carer breaks or cuts in job salaries to undertake these roles. Noted the increased responsibility and community role of Leader's, Mayors and Cabinet Members.
- Noted that any further changes to SRA's can still be taken forward during the municipal year and any changes would need to be consulted on and have supported reasoning.

6.5 The Committee also agreed the attached carers and babysitting form at appendix 3 for wider publicity and that should be a positive campaign to promote this.

6.6 Although the IRP 2024 makes recommendations, it is for each individual Council to decide the level of remuneration and for which roles.

6.7 The Committee further noted, at their meeting on the 30th of January 2024, that the independent review of Members Allowance commissioned by the Committee in 2019/20 indicated that the Members Basic Allowance percentage increase be index linked to the local government officer pay percentage increase, capped at 2% to be reduced if a lesser percentage is agreed. In 2023/ 2024, the Standards Committee agreed to keep to this principle and recommended a 2% increase in the basic allowance. The local government officer pay percentage increase, for 2023/24 is 3.88% on all pay points above the maximum of the pay spine but graded below deputy chief officer. The current basic allowance is **11,472** and if a **2% increase was agreed this would rise to by £229.44 to £11,701.44 (rounded to (£11, 701.00)). This would require additional budget spend of around £13, 053.00(57x 229.00).**

The Committee were in favour of a 2% increase in the basic allowance and saw this as a reasonable adjustment for the increase in volume of casework, increased communications through emails and taking account that councillors themselves were spending on additional resources to maintain increased volume of work and had families themselves to support. The 2% increase would likely be considered and discussed at political meetings and noted that if this was taken forward, there would not be additional budget allocation and instead be met from the Democratic Services budget envelope. Following consultation with member colleagues, the majority have indicated support for the 2% increase outlined above and this is set out at appendix 1 for consideration and recommendation to Full Council on the 14th of March for approval.

- 6.8 In addition, there has been queries about analysis of the Member Allowance Scheme and the interpretation provided, in the full Council report on the 13th of November 2023, that the allocation of the SRA Band 1B is provided to both the Leader of the Second Opposition Group and Deputy Leader of the Principal Opposition. It is accepted that an alternative interpretation can be applied and the Committee, in line with their responsibility for making recommendations on the Member Allowance Scheme to Full Council, are invited to specify whether the scheme should be either the Leader of the Second Opposition Group or Deputy Leader of the Principal Opposition or whether both individuals should receive an allowance.

7. Contribution to strategic outcomes

- 7.1 Members of the Council are directly responsible for the setting and oversight of all strategic priorities.

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

8.1 Finance

The cost of the scheme unchanged is within the allocated budget envelope. The cost of increasing the Members Basic Allowance by £229 per councillor is £13,053. The cost of providing the SRA Band 1B to both the Leader of the Second Opposition Group and Deputy Leader of the Principal Opposition is £8,482, A budget pressure of £13,053 to £21,535 is not a significant sum in the context of the Council's overall budget and will have to be managed through the in-year monitoring process for 2024/25 and addressed formally in the next MTFS round.

8.2 Head of Legal and Governance

The proposed Members' Allowance Scheme complies with the relevant provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003; the Local Government and Housing Act 1989 and the Local Government Act 2000.

In addition, there are separate provisions, namely sections 3 and 5 of the Local Government Act 1972 for the payment of allowances to the Mayor and the Deputy Mayor.

8.3 **Equality**

The decision to approve allowances to members does not have a direct impact on the equality duty of the council, other than that the scheme includes provision for payment for parent/carers allowances to facilitate the attendance of parents and carers at meetings and in relation to carrying out the general responsibilities of councillors.

9. **Use of Appendices**

Appendix 1: Members Allowances Scheme 2023/24 track changes

Appendix 2: The Remuneration of Councillors in London 2024– report of the Independent Panel

Appendix 3 – Draft expenses form for noting at Full Council.

10. **Local Government (Access to Information) Act 1985**

Haringey Review of Member Allowances 2019/20

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The Remuneration of Councillors in London 2023

Report of the Independent Panel



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Remuneration of councillors in London 2023

1. Introduction

- 1.1 The Independent Panel on Members' Remuneration last published a report on member allowances in early 2022. In that report the Panel did not recommend substantial changes to Member allowances, it noted that the challenges facing councils and councillors appeared to be increasing and becoming more complex. Therefore, the Panel also recommended that it undertake a more detailed review in 2023.
- 1.2 For the 2023 review, the Panel has undertaken a detailed review of member allowances with the aim of providing up to date advice on appropriate levels of reward for the work of elected members in London over the next four years. The intention was to seek a wider consultation than previously, using qualitative and quantitative research to underpin its findings and recommendations. The Panel canvassed members and officers in all London boroughs through surveys, focus groups and interviews, in order to consider whether and how the role of councillors has changed in recent years and what the main issues that may have an effect on the recruitment and retention of councillors are currently. It also carried out a considerable benchmarking exercise of allowances paid in other parts of England as well as in Scotland, Wales and Northern Ireland, and undertook an in-depth review of the methodology used by Independent Remuneration Panels across the UK.
- 1.3 The research showed that basic allowances per annum in London are significantly lower than those paid in Scotland, Wales and Northern Ireland. The assessment of members' allowances in the home nations is carried out by independent bodies whereas in England, the level of allowances is determined by the local authority members themselves. It has also become clear that allowances in many boroughs are considerably lower than remuneration received by workers in London with comparative levels of responsibilities and skills. This comparative contrast in remuneration is juxtaposed against increased workloads, time pressures, accountability, and financial pressures that councillors are presently having to manage. The Panel takes the view that it is important that there is a system of support in place that recognises the vital role that elected representatives play in local government and the full scale of their responsibilities. This support includes appropriate remuneration levels.

2.0 Background

- 2.1 Local authorities are required by the Local Authorities (Members' Allowances) (England) Regulations 2003¹ to establish and maintain an independent remuneration panel to make recommendations on the level of the basic and special responsibility allowances. In London the regulations authorise the establishment of an independent panel (the Panel) by the Association of London Government (now London Councils)

¹ [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

panel to make recommendations in respect of the members' allowances payable by London boroughs. The Regulations require a review of the scheme every four years as a minimum. Whilst the Panel makes recommendations, each council determines its own remuneration scheme for its own councillors, having regard to the Panel's recommendations.

- 2.2 The Independent Panel for London Councils currently comprises Mike Cooke (Chair), Sir Rodney Brooke CBE DL and Anne Watts CBE. It reported in 2022 and at that time recommended very few changes on the basis that more time was needed for a more detailed review during 2023, given that the Panel had received feedback that the work of councillors and the demands upon them had increased significantly.

3.0 Research

- 3.1 This review has provided the Panel with an opportunity to consider the roles undertaken by councillors in London, and to examine more deeply how the demands, responsibilities and scope of duties of councillors have evolved in recent years. This review also provided the Panel with an opportunity to review the methodology used by other Independent Remuneration Panels and to carry out benchmarking with other local authorities across England, Scotland, Wales and Northern Ireland.
- 3.2 The Panel has expanded on the approaches used in previous reviews. In addition to carrying out a survey of London borough Leaders to gauge their views on the operation of the existing remuneration scheme, the Panel has held a series of feedback meetings with groups of elected councillors, conducted a survey of the London branch of the Association of Democratic Services Officers (ADSO), and held meetings with officers from the London Borough Legal Alliance (LBLA), and the South London Legal Partnership (SLLP), in order to get a more complete picture of the challenges facing London's councillors today. The Panel also commissioned Ipsos to carry out a small number of focus groups to gauge the public perception of councillors' roles, responsibilities and levels of allowances.
- 3.3 The member engagement focus groups consisted of a range of participants from the three major political parties – Labour, Conservative, and Liberal Democrat, and included a range of members from inner and outer boroughs, and with different levels of responsibility (e.g. newly elected backbench councillors, Cabinet Members and borough Leaders).
- 3.4 The Panel is grateful both to everyone who participated in the consultation process and thank them for their contributions as well and to London Councils for its support to the review.

4.0 The crucial role of elected councillors

The role of the councillor has fundamentally changed in recent times. There is now more reliance from the public on their local council due to challenges such as the cost of living crisis, the effects of the pandemic and the resettlement of refugees. (Borough Leader)

- 4.1 Councillors in London oversee multi-million pound budgets and employ thousands of people; all are responsible for the delivery of a wide range of crucial services. The health and wellbeing of residents and communities are at the heart of the work of London boroughs who also at one end of the age spectrum are endeavoring to give children the best start in life, whilst at the other are helping to support older people to live as independently as possible. Local councils are at the heart of developing their boroughs and working with businesses to bring local economic benefits. The building of new homes and the improvement in the standards of existing houses are crucial to their work as is their local leadership on climate change.
- 4.2 A key aspect of the responsibility of councillors is managing the complex financial pressures involved in addressing increases in the demand for services with reductions in budgets. The scale of a London council's annual expenditure budget and other financial activities are in many instances comparable with those of large publicly quoted companies.

"The budgets that borough Leaders are managing are huge, as is their level of responsibility when something goes wrong. A borough Leader's role is now similar to that of a non-executive director of a large company" (Borough Leader)

- 4.3 At the same time Councillors are integral to the effectiveness of the local democratic process. As well as representing them, they stand ready to be approached by their residents to take up matters on their behalf where appropriate. The voice of democratically elected councillors in the development of the policies and strategies of their councils is absolutely essential. Councillors also play an important role in the oversight and scrutiny of services.
- 4.4 Some Councillors have additional and burdensome responsibilities, including Leaders of Councils, Elected Mayors and council portfolio holders. Some roles have specific statutory responsibilities (e.g. in the case of elected Mayors/statutory children's and adults cabinet members).
- 4.5 The needs of Londoners and of London's communities are becoming arguably more complex, given the seismic national and international changes ranging from the

global energy crisis, climate change, patterns of migration and housing shortages. The national economic challenges directly affect households and communities as well as businesses and councils themselves.

5.0 The role of Member Allowances

- 5.1 It is important to reflect on the purpose of the allowances, payments and related arrangements for councillors.
- 5.2 The Panel draws the reader's attention to the report of the 2007 Independent Commission on the Role of Local Councillors, chaired by Dame Jane Roberts which was commissioned to consider the incentives and barriers for encouraging people who are able, qualified and representative to be candidates to serve as councillors; retaining and developing them once they are elected and enabling them to secure public interest and recognition for the work they carry out for their communities.
- 5.3 The Roberts commission considered a wide range of issues but at its heart were the key questions of: 1) how best to ensure that people from a wide range of backgrounds and with a wide range of skills are encouraged to serve as local councillors; and 2) how to ensure those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage.
- 5.4 Within these broad considerations there can be no doubt that financial compensation or a system of allowances plays a crucial part in making it financially possible for local people to put themselves forward to take on the onerous responsibilities involved in being a councillor and indeed to continue to serve as one.
- 5.5 For this reason it is crucial that allowances for councillors across London are pitched at an appropriate level such that they make a major contribution in ensuring diverse and effective local representation. This 2023 review of Member allowances has aimed to take a step back and ensure that the recommended allowances are pitched such that they serve this crucial purpose.
- 5.6 We are clear that the Panel can only make recommendations and that each council must determine its own system and rates of allowances. However each council must have regard to our recommendations. We are concerned that a wide variation in the level of allowances between councils across London has evolved over the years. **Given that this year's Panel review has been a significant stocktake and that we have made clear recommendations, with a clear rationale and for the important purpose described in this section, we strongly recommend that the findings of our review and the Panel's position are adopted across London. This is at the heart of ensuring a healthy, vibrant and representative local government in the capital.**

6.0 Time commitment and demands on councillors

6.1 Fulfilling the responsibilities of councillors in the many and various roles within a council has, arguably, always been demanding. In 2022 the Panel received anecdotal feedback that the workload and the time involved had increased significantly and so in this review we wanted to explore this in more detail.

6.2 The feedback from elected members and officers was that in the view of almost all the people we spoke to workloads, demands and pressures had increased. There appear to be a number of contributory factors:

- A wide range of recent events had added additional work; some examples given were: the demands of the pandemic years and the post-pandemic recovery work; sometimes given was the level of work in the resettlement of refugees; and the work to support residents through the very significant economic challenges of recent years, including during the energy crisis but also linked to the impact of food inflation and increased risks of homelessness.
- There has been a noticeable increase in the expectation that leading councillors work in closer partnership with other public services. The Health and Care Act 2022 in particular brings an expectation that councils will work in formal partnership with NHS organisations including NHS providers and Integrated Health Boards.
- The feedback confirmed the views we were given in 2002 that public expectations of councillors has increased especially linked to the societal changes that social media has brought about. Although most of the councillors we spoke to welcomed the flexibility that now exists for increased levels of remote meetings, the downside appears to be that there are more meetings. The representations which have been made to the Panel also suggest a picture of councillors being expected to be almost instantly available, with heavy constituency case loads and often with ever more complex responsibilities for the running of the council and overseeing its services.

***“ One resident submitted a formal complaint because they had messaged me on Friday evening and I hadn’t replied to them until the following Monday morning.”
(Backbench councillor)***

As well as these issues adding complexity, they make additional time demands.

“There are now many more meetings than pre-Covid. There are also numerous social media groups councillors are expected to be involved in, case work, and other commitments. I have worked out that on average I work 54 hours a week” (Cabinet Member)

- 6.3 Members have told the Panel that it is increasingly difficult to maintain a full-time job alongside their role as councillors, and this is particularly true for Cabinet Members and Leaders. The implication of this would be that it is more likely that people who are already financially secure who can carry out these roles, which may prevent younger candidates, people with lower incomes or those with young families, from standing or taking on special responsibilities. Taking up a role in local government could also hinder councillors’ career progression in their day job, and in most cases the special responsibility allowances do not compensate for the reduced salary people receive as a result of not being able to dedicate themselves fully to their day job. The time pressures involved in the role, particularly councillors with special responsibilities can make it difficult to combine the role with a job and caring responsibilities.
- 6.4 One borough Leader told the Panel that at the 2022 election, there were so few candidates that in some wards residents did not have a choice of councillors to vote for.
- 6.5 Councillors also expressed concern that appointments to positions carrying special responsibilities could be uncertain and not in most cases for a set term. Consequently, councillors have significant concerns about giving up full-time work to undertake more senior roles in their councils.

7.0 The Basic Allowance

- 7.1 As a result of the economic climate over the last decade and ongoing financial challenges, our recent reports have made no recommendations for increasing the levels of members’ allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement for staff agreed by the National Joint Council for Local Government Staff.
- 7.2 As part of the research for this 2023 review, the Panel carried out benchmarking of recommendations on allowances and those paid by local authorities within the UK to see how current London allowances compare.
- 7.3 From the Panel’s benchmarking research, it is evident that the previous Panel’s recommendations for the basic allowance in London, lags behind Scotland, Wales and Northern Ireland. This issue was identified in the last two Panel reports, however, the Panel reluctantly decided at the time that given the financial climate it would have been inappropriate to recommend a general increase in member allowances.

- 7.4 In our last report the Panel recommended that there should be a Basic Allowance paid to every councillor of £12,014. Updated for the local government staff pay awards since then, the figure is now £12,499.
- 7.5 This allowance continues to be substantially lower than the allowance paid by all local authorities in Scotland which is presently £20,099² and similarly in Wales³ where the government-appointed commission has set the basic allowance at £17,600 for members of local authorities with populations which are generally substantially lower than those of London boroughs. Furthermore, the basic allowance in Northern Ireland from 1 April 2023 is £16,394⁴ per annum. The Panel's research has established that there are some parts of England that have similar basic allowances to those currently recommended for London boroughs. However, there are other English local authorities, where the roles and responsibilities of councillors are broadly the same to those of councillors serving in London boroughs, that pay significantly more. For example, in Birmingham⁵, in 2022-23 the basic allowance was £18,876, and in Manchester⁶ it was £18,841.
- 7.6 The Panel is of the view that when taking everything into account that the rate of the basic allowance should now be addressed.
- 7.7 As part of the 2023 review, the Panel has reviewed the methodologies used by other Panels and has identified that Independent Panels across the UK use a variety of approaches for determining how to set the member allowances. The Panel has also re-examined the methodology used in calculating allowances in the original London panel report and updated it to reflect current circumstances. The original calculation in the Panel's first report in 2001 was based on a proportion of the average 'white collar worker' wage in London.
- 7.8 Although making the comparisons with Scotland, Wales, NI and other UK cities was useful in terms of gaining a comparative perspective, the Panel has reached the view that it needed to both determine a method for London and recommend a level of allowance that was achievable, bearing in mind the historic challenges for some councils in agreeing to previous recommended allowances.
- 7.9 Having looked at various options, the Panel has concluded that the most appropriate approach is to determine the basic allowance as a proportion to the remuneration of the people councillors represent and has used the Annual Survey of Hours and Earnings (ASHE) data, published by the Office for National Statistics as a basis of its calculation. The Panel has used the median wage for all London workers for this purpose. In 2022-23, this is £38,936.73 per annum. Based on a 37 hour week, and taking into account a 30% public service discount, (as has been the custom and practice) **the Panel has determined that the recommended basic allowance should be £15,960.**

² [The Local Governance \(Scotland\) Act 2004 \(Remuneration\) Amendment Regulations 2023 \(legislation.gov.uk\)](#)

³ [Independent Remuneration Panel for Wales: annual report 2022 to 2023 \[HTML\] | GOV.WALES](#)

⁴ <https://www.communities-ni.gov.uk/publications/circular-ig-0323-consolidated-councillor-allowances>

⁵ [Independent Remuneration Panel Reports | Birmingham City Council](#)

⁶ [Microsoft Word - MCC IRP Final Report \(manchester.gov.uk\)](#)

- 7.10 The Panel considers that this allowance better reflects the high cost of living in London, than the previous recommendations.
- 7.11 It is the Panel's view that it is pressing that boroughs should implement these changes in 2024, as part of the contribution to recruiting and retaining a diverse range of good quality candidates to stand for office in London.

8.0 Special Responsibility Allowances

8.1 The reasons for payment of special responsibility allowances, additional to the basic allowance, should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

8.2 Categories of special allowances:

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating "executive arrangements"
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

8.3 The Panel's research shows that the categories of SRAs recommended by the London Panel are comparable with those recommended by Independent Panels in other cities in the UK and in Scotland and Wales.

8.4 However, the Panel's previous recommendations have not consistently been adopted within London, and the resulting situation is that whilst there is some convergence

across London boroughs on the basic allowance, there remain substantial differences in the amounts of SRAs for similar roles in boroughs.

- 8.5 Given the extent of the responsibilities of Leaders of London boroughs, the Panel's first report in 2001 recommended that their remuneration should equate to that of a Member of Parliament. Our recommendations for other special responsibility allowances were historically determined as a sliding scale (pro-rata) proportion of the remuneration package for a council Leader. Since then, the increase in the remuneration of Members of Parliament has substantially exceeded the annual local government pay increase which was tied to the special responsibility allowance for the leader of a London borough, and the current MP salary is now £86,584
- 8.6 The Panel has taken the opportunity to review this historic link, and following feedback, we sense strong support for our own view that an MP's salary is no longer an appropriate comparator to set the Leader's allowance, as the roles are substantially different and indeed almost impossible to compare.
- 8.7 We received feedback that some members believe that the Leaders of London boroughs warrant a higher remuneration than an MP, because they have greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed, some respondent authorities suggested that the direct responsibilities of a Leader should command the salary of a junior minister.

"An MP does not undertake an executive role (strategic leadership, management & accountability of a complex public service operationally managed by highly paid officials) and so not a comparator to a Leader or elected Mayor"

(Borough Leader)

9.0 Leader's SRA

- 9.1 This is often a full-time role, involving a high level of responsibility. It is right that it should be remunerated on a basis which compares with roles with similar levels of responsibility, while still retaining a reflection of the voluntary character of public service.
- 9.2 For the Leader's SRA, the Panel has decided that a more appropriate comparator would be the Annual Survey of Hours and Earnings (ASHE) data for Corporate Managers and Directors as the level of responsibilities most closely align to those of a borough Leader. For 2022-23, the average gross annual salary for full time workers in London within this category was £108,242. After applying a 30% public service discount (as has been the custom and practice) this would provide for a Leader's total

package of £75,773. The 2022 Panel report recommended that the Leader's SRA should be £62,090. Taking into account this figure, when combined with the new recommended basic allowance, the total package for a Leader would be £78,050. As this figure is greater than that based on the ASHE calculation, the Panel is not recommending any changes to the existing Leader's SRA at this time.

10.0 Other SRAs

10.1 The Panel has previously determined that all other SRAs are calculated as a proportion of the Leader's SRA. Since its inception, the Panel has recommended using bands rather than fixed amounts, in order to allow flexibility and recognise local variations on how the roles are performed. The Panel has decided to continue using this methodology. However, as part of the review, the Panel has benchmarked the sliding scale recommended by other Panels and used by local authorities and has adjusted the percentages historically used in order to more closely align with the average used by other local authorities outside of London. **The recommended bands and levels of allowance are attached as Annex A.**

11.0 Bridging the Gap and public perception

11.1 When considering a members' allowances scheme, boroughs are obliged to have to a report by an independent panel, but it is a matter for boroughs themselves to decide whether to adopt its recommendations.

11.2 However, in view of the evidence obtained over the past 18 months, the Panel strongly recommends that all authorities implement the recommendations in their boroughs in the next year. On average, the total annual budget for members allowances in a London Borough is between 0.4-0.5% of the council's general fund net budget. Notwithstanding this, the Panel acknowledges the challenges that increasing allowances may present to boroughs, both financially and reputationally; however, the Panel is concerned that if member allowances do not keep up with its recommendations, there is a risk that they will fall significantly further behind their comparators and that councils will consequently face even greater challenges in recruiting and retaining a good calibre of councillors in the future.

11.3 The Panel perceived that there was some concern from councillors about the public acceptability of increasing allowances. As a result the Panel sought to test the public view and therefore commissioned Ipsos to undertake qualitative research, through a number of focus groups, on the public's perception on councillors remuneration. The Ipsos research was small scale but provides indicative evidence of public views.

11.4 Ipsos held three discussion groups with a representative sample of the general public in June 2023 using a deliberative approach to enable participants to reach an informed perspective. The stimulus material included pen portraits of councillors based on information received from London Councils' members on their working hours and

levels of responsibility. The information given to participants also included typical allowances received in London, in Essex, and in Wales for councillors receiving a basic allowance and average SRAs paid to Cabinet Members, and council Leaders.

- 11.5 The research found that the Londoners in focus groups felt that allowances in London needed to increase to provide a more accurate reflection of councillors' responsibilities and hours.

"I thought at least [the Council Leader's remuneration] would be about a £100,000 plus for the amount of work that she does because she's taken on casework as well... and that's time-consuming."

When exposed to allowance comparisons in different parts of the country, participants thought the current allowances did not reflect the fact that the cost of living in London was higher than elsewhere in the country.

"Councillors' pay should take into account that living in London is more expensive, so they should immediately just be paid more in general."

In addition, they recognised that the level of allowances can have a detrimental effect on the diversity of councillors and would deter those from a lower income background from becoming councillors.

"It feels like [we're] paying them so little, it feels like there are some people who can't afford to be a councillor. And that has consequences on the democratic process"

- 11.6 Participants also suggested changes to remuneration for councillors: raising the basic allowance and increasing allowances to better reflect responsibilities and hours; and additional allowances provided to support councillors with childcare costs and saving for a pension.
- 11.7 Participants expressed surprise at the range of allowances paid across London, particularly at the cabinet member and council leader level and supported greater consistency in such remuneration levels across councils in London.
- 11.8 Although the sample of Londoners was only small, it indicates that with due briefing and deliberation there is likely to be support for the increase in allowances.
- 11.9 During the consultation process, a significant number of councillors told the Panel that they do not think that councillors should be responsible for setting their own allowances, and that this is perhaps one of the reasons why the basic allowance in London lags behind Scotland and Wales, where allowances are set by outside bodies and it is mandatory for local authorities to adopt the recommendations. The Panel is supportive of this view, but recognizes that this would need a change in legislation. The Panel intends to raise this issue with the Secretary of State.

12.0 Training and support

- 12.1 The responsibilities of councillors are substantial, extensive and complex, particularly since the Pandemic and its aftermath, which has seen a rapid increase of using digital technology, and flexible ways of working. The training and development of councillors is beyond the remit of this Panel. However, the feedback we received was that councillors require the logistical and clerical support and appropriate IT equipment which will help them carry out their roles efficiently. The Panel supports this view and recommends that boroughs undertake their own stock takes to ensure appropriate support is in place to enable members to fulfil their responsibilities.
- 12.2 Furthermore, we have heard from boroughs that councillors are experiencing increased levels of abuse on social media, and so we recommend that training in navigating the increasingly challenging world of social media is also provided.

13.0 Care Costs

- 13.1 It is important that obstacles to becoming a councillor should be removed wherever possible. Care costs could be a significant deterrent to service as a councillor. Our strong view is that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents. The dependents' carers' allowance should at least be set at the London living wage but payment should be made at a higher rate when specialist nursing skills are required or to reflect higher costs during non-standard working hours. We have had representation that the carers allowance should be payable to family members on the basis that it is preferable for family members to look after a dependent, especially in the evening but that the frequency is often such that it is unreasonable for this to be expected to be with no financial allowance.

The level of dependent carers allowance does not recognise the fact that babysitters tend to charge more for evening and weekend work. In addition, the carers allowance should be able to be claimed even if a family member was looking after the councillors' dependents" (Newly-elected Backbench Councillor)

- 13.2 The Panel recognises that allowance payments for family carers who are not members of a councillor's household would need to be designed with some careful consideration but is very sympathetic to this need and recommend that councils review their schemes to make this possible.
- 13.3 It's view is also that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies). To this end, London boroughs are recommended to adopt a related parental leave and sickness policy as an appendix to their allowances scheme.

13.4 The Panel has received feedback that there is a need to reform the legislation governing membership of the Cabinet/Executive and how this impacts Councillors who wish to take parental leave. Councils have a strict statutory limit of ten members of the cabinet/executive – including the Leader. Should one of those members wish to take parental leave for any significant period during their tenure as a cabinet member, and there is already a full complement of cabinet and leader up to the statutory limit they are faced with what is an entirely unfair dilemma. They either resign from the post so another councillor can be appointed or they leave their colleagues with an additional workload for their period of absence. While some Councils have sought to appoint deputy cabinet members or the like these are not proper answers to this issue as they are not cabinet members with the appropriate legal and constitutional authority. It is very easy to compare this to the position of an employee where a replacement can be appointed for the duration without prejudice to the individuals' rights to return. While self-evidently Councillors are not employees there should not be any additional hurdles to participation for any section of the population.

13.5 The Panel support the view that the legislation needs reviewing.

14.0 Travel and Subsistence allowances

14.1 The Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

15.0 Allowances for Civic Mayor or Civic Head

15.1 Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However, these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (ss 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

16.0 Allowances that fall outside this scheme

16.1 Within the context of this review, the Panel has not looked at remuneration that councillors may receive for their roles on outside bodies, wholly owned companies or joint venture partnerships. However, in the interests of transparency, the Panel requests that councils consider how information on all members remuneration within their borough is made easily available to the public in the same place. The Panel recommends that where local authorities have set up companies which remunerate councillors who act as directors these allowance should be set out in the members allowances scheme.

17.0 Local discretion

- 17.1 It is for each borough to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. The Panel believes these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.
- 17.2 The scheme should be able to be applied to different types of governance arrangements and interpreted flexibly. The Panel has received legal advice that suggests that in boroughs which operate through the Committee System, where a Committee Chair has identified responsibilities in a role profile for particular services, then in practice the duties and responsibilities of a Committee Chair are equivalent to the role of a Cabinet Member and that a similar system of allowances should be used. For example, in some boroughs which use a committee system, the Statutory Lead Member for Children's Services is the Chair of the Children and Community Services Committee. In this case, it would be reasonable to suggest that this Committee Chair should receive the SRA equivalent to that of a Cabinet Member. The Panel must emphasise that these decisions are dependent on the arrangements adopted by the authority in question and should be decided on a case by case basis.

18.0 Pensions

- 18.1 There is a widespread view amongst the councillors we spoke to in 2022 and this year that a disincentive to the recruitment and retention of councillors has been the Government's decision in 2014 to remove the right of councillors to join the local government pension scheme. This was keenly felt by those councillors the Panel heard from. The Panel notes that the rationale behind that decision was unclear and that councillors in Scotland, Wales and Northern Ireland continue to be entitled to a local government pension. The Panel is of the view that this inconsistency should be addressed. Although this issue is beyond the remit of the Panel, the Panel will nevertheless write a letter to the Secretary of State asking the government to look again at this important issue,

19.0 Annual uplifts

- 19.1 The Panel continues to recommend that all allowances should be updated annually in line with the percentage pay award agreed by the National Joint Council (NJC) for Local Government Services staff.
- 19.2 In some years the NJC national pay award is agreed as being in the form of a lump sum for all or the majority of staff or the rate of increase is different at different levels on the NJC pay spine. In such situations a method of deriving an appropriate increase in the Members' basic allowance (so it keeps in line with the staff pay award) is required. To achieve this the panel will have regard to any NJC guidance such as guidance on what any lump sum equates to as an average percentage pay increase, and guidance on the percentage increase to any staff allowances. The Panel will also consider the average (mean) percentage increase to the spinal column points,

but excluding any exceptional increases such as measures to rectify a low pay problem at the lowest level of the pay spine. For illustrative purposes, for April 2023 the figure was 3.88%“

20. Review of implementation

20.1 The Panel proposes to convene in the final quarter of 2024 to review how its recommendations have been implemented by boroughs across London and at the same time consider the most recently published ASHE data on median salaries of those working in the Greater London area, as well as any agreed NJC national pay award.

Mike Cooke

Sir Rodney Brooke CBE DL

Anne Watts CBE

December 2023

Appendix A

THE RECOMMENDED MEMBER ALLOWANCE SCHEME FOR LONDON

The Basic allowance: £15,960

Special responsibilities – beyond the basic allowance

Calculation of special allowances

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below.

BAND ONE

The posts that the Panel envisages falling within band one, include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group
- Service spokesperson for first opposition group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums
- Cabinet assistant
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

Remuneration

The Panel proposes that band one special responsibility allowances should be on a sliding scale of between 5-15% per cent of the Leader's SRA.

This would be made up as follows:

Basic allowance: £15,960

Band One allowance: £3,105 - £9,314

Total: £19,065 - £25,274

BAND TWO

The Panel considers that the types of office being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g. planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

Remuneration

The Panel proposes that band two allowances should be on a sliding scale between 25-50 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £15,960

Band two allowances: £15,523 - £31,046

Total: £31,483 - £47,006

BAND THREE

The Panel sees this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

Remuneration:

The Panel proposes that band three allowances should be between 60-75 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £15,960

Band three allowance: £37,255 - £46,569

Total: £53,215 - £62,529

BAND FOUR

Leader of the Council

This is often a full-time role, involving a high level of responsibility. It is right that it should be remunerated on a basis which compares with roles with similar levels of responsibility, while still retaining a reflection of the voluntary character of public service.

Remuneration:

The Panel proposes that the remuneration package for a council leader under band four of our scheme should be £78,052.

This is made up as follows:

Basic allowance: £15,960

Band four allowance: £62,092

Total: £78,052

BAND FIVE

Directly elected mayor

A directly elected mayor has a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However, the Panel believes that this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. The Panel believes that the distinction is paramount and this should be reflected in the salary level.

Remuneration:

The Panel proposes that a directly elected mayor should receive a remuneration of **£93,575**.

Appendix B

A Job Profile for councillors

In its previous reports, the Panel reflected on the importance of the role of elected members. The 'job profile' for councillors originally included in the Panel's 2010 report is repeated in as the Panel still considers it to be accurate and up to date.

On behalf of the community – a job profile for councillors

Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.

6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations including, where required, acting as a liaison between the constituent and the local authority and where appropriate other public service providers.
10. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
11. To participate in the activities of any political group of which the councillor is a member.
12. To undertake necessary training and development programmes as agreed by the authority.
13. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

Appendix C

The independent panel members

Mike Cooke

Mike Cooke was the Chief Executive of the London Borough of Camden for seven years, where he had also been Director of Housing and Adult Social Care and HR Director. He has extensive experience of partnership working across London including as the Chief Executive Leadership Committee lead on children and chairing the London Safeguarding Children Board. Mike also has worked for seven years in financial services where he developed an expertise in remuneration.

Until November 2020 Mike had been a Non-Executive Director of the Central and North West London NHS Foundation Trust where he was chair of the HR Committee. Mike's current role is the Chair of the North Central London Integrated Health and Care System.

Sir Rodney Brooke CBE, DL

Sir Rodney Brooke has a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities.

He was knighted in 2007 for his contribution to public service.

Dr Anne Watts CBE

Anne Watts has an extensive career in governance, diversity and inclusion spanning commercial, public and voluntary sectors. She has held executive roles for HSBC and Business in the Community and was chair of the Appointments Commission. She has carried out reviews of Government departments and the Army. In addition she has been a member of Government Pay review bodies and Deputy Chair, University of Surrey where she chaired the Remuneration Committee and the new Vet School.

She is a non-exec of Newable (previously Greater London Enterprise) where she chairs the Environmental, Social and Corporate Governance Committee and is a non-exec of Newflex subsidiary. In addition she continues to sit on the Race and Gender Equality Leadership teams for Business in the Community.

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Part 6

Members' Allowances Scheme

1. SCHEME FOR THE PAYMENT OF MEMBERS' ALLOWANCES

1.01 Made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and in force for the municipal year 1 April 202~~4~~³ to 31 March 202~~4~~⁵).

2. BASIC ALLOWANCE

2.01 Each Councillor will be entitled to receive the sum of ~~£11,472~~£11,701 by way of Basic Allowance.

2.02 If a Councillor does not serve as such for the whole 12-month period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor. This principle also applies to education representatives on scrutiny bodies and employee and employer representatives on the Combined Pensions Committee and Board (co-optees).

3. INCLUDED EXPENSES

3.01 Travel Expenses.

The Basic Allowance includes all travel within the M25. Councillors are not entitled to any form of concession or special permit as Councillors for parking in the Borough.

4. MAYORAL ALLOWANCES

4.01 The additional allowances for the Mayor and Deputy Mayor are:

- (a) The Mayor is entitled to an additional allowance of £16,965.
- (b) The Deputy Mayor is entitled to an additional allowance of £4,238.

5. SPECIAL RESPONSIBILITY ALLOWANCES

5.01 For the period 1 April 202~~4~~³ to 31 March 202~~4~~⁵, Haringey Council will allocate Special Responsibility Allowances in six bands, to Councillors who take on certain additional roles, in accordance with Table A below. If a Councillor does not serve as such for the whole period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor and had the special responsibilities .

Table A

Band	Position	Special Allowance	Total Allowance (including Basic Allowance)
Band 4	•Leader	£33,926	£45,398 <u>£45,627</u>
Band 3B	9 or fewer x Cabinet Members	£25,443	£36,915 <u>£37,144</u>
Band 3A	• Chair of Overview and Scrutiny Committee	£23,134	£34,606 <u>£34,835</u>
Band 2B	•Chief Whip •Chair of Strategic Planning and Planning Sub Committee •Chair of Alexandra Palace and Park Board •Leader of the Principal Opposition	£16,965	£28,437 <u>£28,666</u>
Band 2A	4 x Councillors serving on Overview and Scrutiny Committee	£15,421	£26,893 <u>£27,122</u>
Band 1B	•Chair of Combined Pensions Committee and Board •Chair of Staffing and Remuneration Committee (Chair of General Purposes Committee and Vice Chair of Appointments Panel and the Disciplinary, Grievance and Dismissal Panel from May 2023) •Chair of Standards Committee • Chair of Corporate Committee (Chair of Audit Committee from May 2023)	£8,482	£19,954 <u>£20,183</u>

	<ul style="list-style-type: none"> •Chair of Licensing Committee and Licensing Sub Committee •Leader of the second Opposition Group or Deputy Leader of the Principal Opposition • Chief Whip of the Principal Opposition 		

6. MULTIPLE RESPONSIBILITIES

6.01 Where a Councillor holds more than one post of special responsibility, he/she may only receive one Special Responsibility Allowance. Where a Councillor holds more than one post of special responsibility and the posts have Special Responsibility Allowances of different monetary values, the Councillor would receive the higher one. For the purposes of this paragraph, the Mayor and Deputy Mayor count as posts of special responsibility.

7. CO-OPTES' ALLOWANCES

7.01 Each education representative on scrutiny bodies, and each employee and employer representative on the Combined Pensions Committee and Board, is entitled to an allowance of £154 per meeting attended, to a maximum of £616. No allowances are payable to others who are not elected Councillors.

8. BABYSITTING AND DEPENDANTS ALLOWANCE

8.01 Councillors and non-elected members can claim this allowance based on the following:

- (a) That reimbursement be made at the London Living Wage. The period of payment should include the time of the meeting, together with reasonable travelling time of the member, plus any necessary travelling expenses of the carer to and from their home.

- (b) Children over the age of 16 must not be claimed for, unless suffering from an illness or disability making constant care essential.

9. TRAVELLING AND SUBSISTENCE ALLOWANCE

9.01 Councillors can claim this allowance for attending approved meetings, training and conferences etc. only to the extent that it involves travel outside the M25. Claims must be based on the following:

- (a) The mileage rate for travel by private car is 34.6 pence per mile. An extra 3 pence per mile is payable for each passenger for whom a travelling allowance would otherwise be payable. The cost of tolls, ferries and parking charges can be claimed.

- (b) The mileage rate for travel by solo motor cycle is :

Not exceeding	150 cc	8.5 pence per mile
Over	150 cc but not over 500 cc	12.3 pence per mile
Over	500 cc	16.5 pence per mile

- (c) On public transport only the ordinary or cheaper fare can be claimed where more than one class is available.

- (d) The cost of a taxi, including a reasonable tip, can be claimed only in case of urgency or where public transport is not practicable or reasonably available.

- (e) The maximum rates for subsistence allowance on approved duties are as follows:

For an absence of more than 4 hours before 11.00 £4.92

For an absence of more than 4 hours including lunchtime between 12.00 and 14.00 £6.77

For an absence of more than 4 hours including the period 15.00 to 18.00 £2.67

For an absence of more than 4 hours ending after 19.00 £8.38

10. CLAIMS AND PAYMENTS

10.01 Where a Councillor is also a Councillor of another authority, that Councillor may not receive allowances from more than one authority in respect of the same duties.

- 10.02 The Basic Allowance and Special Responsibility Allowances will be paid in equal monthly instalments.
- 10.03 The Co-optees' Allowance must be claimed by, and will be paid at, the end of the municipal year, subject to paragraphs 2.02 above and 10.05 below.
- 10.04 All claims for Travelling and Subsistence Allowance and Babysitting and Dependents Allowance must be made within two months of the relevant meeting or the costs being incurred by the Councillor or non-elected member, subject to paragraph 10.05 below.
- 10.05 If any Allowance under paragraphs 10.03 or 10.04 is not claimed within the prescribed time limit, the Democratic Services Manager shall have a discretion to make the payment nonetheless.
- 10.06 Any Councillor or non-elected member may elect to forego his/her entitlement to all or part of any allowance by giving written notice at any time to the Democratic Services Manager.

11 MATERNITY, ADOPTION, SHARED PARENTAL, PATERNITY AND SICKNESS PAY

- 11.01 Subject to this paragraph 11, all Members shall continue to receive their Basic Allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave, as long as they remain a Councillor. This includes Members becoming parents through surrogacy arrangements.
- 11.02 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek executive approval from before the point of the 6 months' leave expiry, for the extension of this leave. The Council (or Leader in case of Cabinet Members) may, depending on the circumstances, appoint a replacement to cover the period of absence who will be entitled to the SRA pro rata for the period of the temporary appointment.
- 11.03 The Democratic and Scrutiny Services Manager will write to the Member to confirm the continuation of allowances and until what date they will continue.

11.04 Leave arrangements are unaffected by the number of children born from a single pregnancy or placed as part of a single adoption.

Maternity Leave

11.05 A Member is entitled to take up to 52 weeks' maternity leave starting no earlier than the 11th week before the expected week of childbirth, except following a premature birth, and no later than the day following the actual date of birth.

11.06 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take maternity leave in writing no later than 4 weeks before the date they wish the period of maternity leave to start and:

- i) Confirm the expected week of childbirth;
- ii) Provide a copy of the MATB1 (available from a doctor or midwife);
- iii) Confirm the date on which the Member intends her maternity leave to start.

Adoption Leave

11.07 A Member is entitled to take up to 52 weeks of adoption leave starting no earlier than 14 days before the child is expected to be placed and no later than the expected placement date, or if the child is adopted from overseas, no later than 28 days after the date on which the child enters Great Britain,

11.08 The Member must notify the Democratic Services and Scrutiny Manager in the case of a UK adoption of their intention to take adoption leave in writing no more than seven days after the date on which the Member is notified of having been matched with the child for adoption or, where that is not reasonably practicable, as soon as is reasonably practicable thereafter. In the case of an overseas adoption, the Member must notify the Democratic Services and Scrutiny Manager of their intention to take adoption leave in writing, no more than 28 days after s/he received the official notification and:

- i) Confirm the date the child is expected to be placed with him/her for adoption (UK Adoption) or the date on which the Member received an official notification and the date on which the child is expected to enter Great Britain (overseas adoption);
- ii) Provide a copy of the matching certificate/official notification. The matching certificate must be issued by the adoption agency that matched the Member to the child and must contain the name and address of the agency, the date on which the Member was notified that s/he had been matched to the child, and the date on which the agency expects to place the child with the Member.;
- (iii) in the case of an overseas adoption, the date of entry of the child into Great Britain
- iv) Confirm the date which the Member has chosen his/her adoption leave to start.

Shared Parental Leave

11.09 A Member is entitled to Shared Parental Leave if they are :-

- (i) the mother, or expectant mother, of a child, or the father of the child, or at the date of the child's birth the spouse, civil partner or partner of the mother/expectant mother, and at the date of birth the mother and the father/spouse/civil partner/partner share the main caring responsibility for the child; or
- (ii) the adopter of a child, or at the date that the child is placed for adoption the person who is the spouse, civil partner or partner of the adopter, and at the date of the placement of the child for adoption the adopter and the spouse/civil partner/partner share the main caring responsibility for the child. Where two people have been matched jointly, the adopter is whoever has elected to be the child's adopter.

11.10 A Member may share up to 50 weeks' leave if the mother/ adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the mother or adopter.

11.11 Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement for adoption of the child.

11.12 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take shared parental leave in writing no later than 8 weeks before the date they wish the period of shared parental leave to start, and must in writing provide the following information

(i) in the case of the birth of a child:-

- the names of the mother and of the father/spouse/civil partner/partner,
- the start and end dates of any period of maternity leave to be taken by the Member,
- the total amount of Shared Parental Leave available,
- the expected week of birth
- the date of birth (where the child is not yet born, this information must be provided as soon as reasonably practicable after the birth and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- how much Shared Parental Leave the mother and the father/spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

(ii) in the case of the adoption of a child:-

- the names of the adopter and of the spouse/civil partner/partner,
- the date that the adopter was notified of having been matched for adoption with the child

- the date that the child is expected to be placed for adoption
- the date of the placement (where the child has yet to be placed for adoption, this information must be provided as soon as reasonably practicable after the placement and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- the start and end dates of any period of adoption leave to be taken by the adopter,
- the total amount of Shared Parental Leave available,
- how much Shared Parental Leave the adopter and the spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

Paternity Leave

11.13 A Member is entitled to take up to two weeks' paternity leave to help care for the child, or to support the child's mother/adopter, if they are either: the father of the child (whether or not they are the biological father); the spouse, civil partner or partner of the mother/adopter.

11.14 The Member may take one week or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within 56 days of the birth or adoption.

11.15 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take paternity leave in writing no later than 4 weeks before they wish the period of paternity leave to start (childbirth) or no more than seven days after the date on which the adopter is notified of having been matched with the child or, where that is not reasonably practicable, as soon as is reasonably practicable; and:

- i) Confirm the expected week of childbirth; or the dates on which the adopter was notified that s/he had been matched with the child and on which the child is expected to be placed for adoption with the adopter(UK Adoption); or the dates on which the adopter received official notification and on which the child is expected to enter Great Britain (Overseas Adoption);
- ii) or matching certificate/official notification;
- iii) Confirm the length of the absence and the date on which the Member has chosen to begin his/her leave

11.16 If the Member wishes to change the start date of a period of leave, they should write to the Democratic Services and Scrutiny Manager no later than 4 weeks before either the original start date 'or' the new start date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.

11.17 If the Member wishes to change the end date of a period of leave they should write to the Democratic Services and Scrutiny Manager at least 4 weeks before either the original end date or the new end date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.

11.18 HR Services will provide confirmation that the information on revised dates has been received and that relevant re-instatement or adjustment of any SRA has taken place, with a copy to Democratic Services, within 10 working days.

Sickness Leave

11.19 A Member who is sick will continue to receive the basic allowance as long as they remain a Councillor. They will also continue to receive any SRA for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek *executive* approval before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act.

11.20 If a Member decides not to return to office following either during or on their expiry of maternity, adoption, shared parental, paternity or sickness leave, the Chief Executive must be notified. HR Services must then be informed within two working days of receiving notification. Allowances will cease from the effective resignation date.

11.21 If an election is held during the Member's maternity, adoption, shared parental, paternity or sickness leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA, if appropriate will cease from the Monday after the election date when they would technically leave office.

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Part 6

Members' Allowances Scheme

1. SCHEME FOR THE PAYMENT OF MEMBERS' ALLOWANCES

1.01 Made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and in force for the municipal year 1 April 2024 to 31 March 2025).

2. BASIC ALLOWANCE

2.01 Each Councillor will be entitled to receive the sum of £11,701 by way of Basic Allowance.

2.02 If a Councillor does not serve as such for the whole 12-month period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor. This principle also applies to education representatives on scrutiny bodies and employee and employer representatives on the Combined Pensions Committee and Board (co-optees).

3. INCLUDED EXPENSES

3.01 Travel Expenses.

The Basic Allowance includes all travel within the M25. Councillors are not entitled to any form of concession or special permit as Councillors for parking in the Borough.

4. MAYORAL ALLOWANCES

4.01 The additional allowances for the Mayor and Deputy Mayor are:

- (a) The Mayor is entitled to an additional allowance of £16,965.
- (b) The Deputy Mayor is entitled to an additional allowance of £4,238.

5. SPECIAL RESPONSIBILITY ALLOWANCES

5.01 For the period 1 April 2024 to 31 March 2025, Haringey Council will allocate Special Responsibility Allowances in six bands, to Councillors who take on certain additional roles, in accordance with Table A below. If a Councillor does not serve as such for the whole period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor and had the special responsibilities .

Table A

Band	Position	Special Allowance	Total Allowance (including Basic Allowance)
Band 4	•Leader	£33,926	£45,627
Band 3B	9 or fewer x Cabinet Members	£25,443	£37,144
Band 3A	• Chair of Overview and Scrutiny Committee	£23,134	£34,835
Band 2B	•Chief Whip •Chair of Strategic Planning and Planning Sub Committee •Chair of Alexandra Palace and Park Board •Leader of the Principal Opposition	£16, 965	£28,666
Band 2A	4 x Councillors serving on Overview and Scrutiny Committee	£15, 421	£27,122
Band 1B	•Chair of Combined Pensions Committee and Board •Chair of General Purposes Committee and Vice Chair of Appointments Panel and the Vice Chair of Disciplinary, Grievance and Dismissal Panel •Chair of Standards Committee • Chair of Audit Committee •Chair of Licensing Committee and Licensing Sub Committee	£8, 482	£20, 183

	<ul style="list-style-type: none"> • Deputy Leader of the Principal Opposition • Chief Whip of the Principal Opposition 		

6. MULTIPLE RESPONSIBILITIES

6.01 Where a Councillor holds more than one post of special responsibility, he/she may only receive one Special Responsibility Allowance. Where a Councillor holds more than one post of special responsibility and the posts have Special Responsibility Allowances of different monetary values, the Councillor would receive the higher one. For the purposes of this paragraph, the Mayor and Deputy Mayor count as posts of special responsibility.

7. CO-OPTES' ALLOWANCES

7.01 Each education representative on scrutiny bodies, and each employee and employer representative on the Combined Pensions Committee and Board, is entitled to an allowance of £154 per meeting attended, to a maximum of £616. No allowances are payable to others who are not elected Councillors.

8. BABYSITTING AND DEPENDANTS ALLOWANCE

8.01 Councillors and non-elected members can claim this allowance based on the following:

- (a) That reimbursement be made at the London Living Wage. The period of payment should include the time of the meeting, together with reasonable travelling time of the member, plus any necessary travelling expenses of the carer to and from their home.

- (b) Children over the age of 16 must not be claimed for, unless suffering from an illness or disability making constant care essential.

9. TRAVELLING AND SUBSISTENCE ALLOWANCE

9.01 Councillors can claim this allowance for attending approved meetings, training and conferences etc. only to the extent that it involves travel outside the M25. Claims must be based on the following:

- (a) The mileage rate for travel by private car is 34.6 pence per mile. An extra 3 pence per mile is payable for each passenger for whom a travelling allowance would otherwise be payable. The cost of tolls, ferries and parking charges can be claimed.

- (b) The mileage rate for travel by solo motor cycle is :

Not exceeding	150 cc	8.5 pence per mile
Over	150 cc but not over 500 cc	12.3 pence per mile
Over	500 cc	16.5 pence per mile

- (c) On public transport only the ordinary or cheaper fare can be claimed where more than one class is available.

- (d) The cost of a taxi, including a reasonable tip, can be claimed only in case of urgency or where public transport is not practicable or reasonably available.

- (e) The maximum rates for subsistence allowance on approved duties are as follows:

For an absence of more than 4 hours before 11.00 £4.92

For an absence of more than 4 hours including lunchtime between 12.00 and 14.00 £6.77

For an absence of more than 4 hours including the period 15.00 to 18.00 £2.67

For an absence of more than 4 hours ending after 19.00 £8.38

10. CLAIMS AND PAYMENTS

10.01 Where a Councillor is also a Councillor of another authority, that Councillor may not receive allowances from more than one authority in respect of the same duties.

- 10.02 The Basic Allowance and Special Responsibility Allowances will be paid in equal monthly instalments.
- 10.03 The Co-optees' Allowance must be claimed by, and will be paid at, the end of the municipal year, subject to paragraphs 2.02 above and 10.05 below.
- 10.04 All claims for Travelling and Subsistence Allowance and Babysitting and Dependents Allowance must be made within two months of the relevant meeting or the costs being incurred by the Councillor or non-elected member, subject to paragraph 10.05 below.
- 10.05 If any Allowance under paragraphs 10.03 or 10.04 is not claimed within the prescribed time limit, the Democratic Services Manager shall have a discretion to make the payment nonetheless.
- 10.06 Any Councillor or non-elected member may elect to forego his/her entitlement to all or part of any allowance by giving written notice at any time to the Democratic Services Manager.

11 MATERNITY, ADOPTION, SHARED PARENTAL, PATERNITY AND SICKNESS PAY

- 11.01 Subject to this paragraph 11, all Members shall continue to receive their Basic Allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave, as long as they remain a Councillor. This includes Members becoming parents through surrogacy arrangements.
- 11.02 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek executive approval from before the point of the 6 months' leave expiry, for the extension of this leave. The Council (or Leader in case of Cabinet Members) may, depending on the circumstances, appoint a replacement to cover the period of absence who will be entitled to the SRA pro rata for the period of the temporary appointment.
- 11.03 The Democratic and Scrutiny Services Manager will write to the Member to confirm the continuation of allowances and until what date they will continue.

11.04 Leave arrangements are unaffected by the number of children born from a single pregnancy or placed as part of a single adoption.

Maternity Leave

11.05 A Member is entitled to take up to 52 weeks' maternity leave starting no earlier than the 11th week before the expected week of childbirth, except following a premature birth, and no later than the day following the actual date of birth.

11.06 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take maternity leave in writing no later than 4 weeks before the date they wish the period of maternity leave to start and:

- i) Confirm the expected week of childbirth; ii) Provide a copy of the MATB1 (available from a doctor or midwife); iii) Confirm the date on which the Member intends her maternity leave to start.

Adoption Leave

11.07 A Member is entitled to take up to 52 weeks of adoption leave starting no earlier than 14 days before the child is expected to be placed and no later than the expected placement date, or if the child is adopted from overseas, no later than 28 days after the date on which the child enters Great Britain,

11.08 The Member must notify the Democratic Services and Scrutiny Manager in the case of a UK adoption of their intention to take adoption leave in writing no more than seven days after the date on which the Member is notified of having been matched with the child for adoption or, where that is not reasonably practicable, as soon as is reasonably practicable thereafter. In the case of an overseas adoption, the Member must notify the Democratic Services and Scrutiny Manager of their intention to take adoption leave in writing, no more than 28 days after s/he received the official notification and:

- i) Confirm the date the child is expected to be placed with him/her for adoption (UK Adoption) or the date on which the Member received an official notification and the date on which the child is expected to enter Great Britain (overseas adoption); ii) Provide a copy of the matching certificate/official notification. The matching certificate must be issued by the adoption agency that matched the Member to the child and must contain the name and address of the agency, the date on which the Member was notified that s/he had been matched to the child, and the date on which the agency expects to place the child with the Member.; (iii) in the case of an overseas adoption, the date of entry of the child into Great Britain iv) Confirm the date which the Member has chosen his/her adoption leave to start.

Shared Parental Leave

11.09 A Member is entitled to Shared Parental Leave if they are :-

- (i) the mother, or expectant mother, of a child, or the father of the child, or at the date of the child's birth the spouse, civil partner or partner of the mother/expectant mother, and at the date of birth the mother and the father/spouse/civil partner/partner share the main caring responsibility for the child; or
- (ii) the adopter of a child, or at the date that the child is placed for adoption the person who is the spouse, civil partner or partner of the adopter, and at the date of the placement of the child for adoption the adopter and the spouse/civil partner/partner share the main caring responsibility for the child. Where two people have been matched jointly, the adopter is whoever has elected to be the child's adopter.

11.10 A Member may share up to 50 weeks' leave if the mother/ adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the mother or adopter.

11.11 Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement for adoption of the child.

11.12 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take shared parental leave in writing no later than 8 weeks before the date they wish the period of shared parental leave to start, and must in writing provide the following information

(i) in the case of the birth of a child:-

- the names of the mother and of the father/spouse/civil partner/partner,
- the start and end dates of any period of maternity leave to be taken by the Member,
- the total amount of Shared Parental Leave available,
- the expected week of birth
- the date of birth (where the child is not yet born, this information must be provided as soon as reasonably practicable after the birth and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- how much Shared Parental Leave the mother and the father/spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

(ii) in the case of the adoption of a child:-

- the names of the adopter and of the spouse/civil partner/partner,
- the date that the adopter was notified of having been matched for adoption with the child

- the date that the child is expected to be placed for adoption
- the date of the placement (where the child has yet to be placed for adoption, this information must be provided as soon as reasonably practicable after the placement and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- the start and end dates of any period of adoption leave to be taken by the adopter,
- the total amount of Shared Parental Leave available,
- how much Shared Parental Leave the adopter and the spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

Paternity Leave

11.13 A Member is entitled to take up to two weeks' paternity leave to help care for the child, or to support the child's mother/adopter, if they are either: the father of the child (whether or not they are the biological father); the spouse, civil partner or partner of the mother/adopter.

11.14 The Member may take one week or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within 56 days of the birth or adoption.

11.15 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take paternity leave in writing no later than 4 weeks before they wish the period of paternity leave to start (childbirth) or no more than seven days after the date on which the adopter is notified of having been matched with the child or, where that is not reasonably practicable, as soon as is reasonably practicable; and:

- i) Confirm the expected week of childbirth; or the dates on which the adopter was notified that s/he had been matched with the child and on which the child is expected to be placed for adoption with the adopter(UK Adoption); or the dates on which the adopter received official notification and on which the child is expected to enter Great Britain (Overseas Adoption);
- ii) or matching certificate/official notification;
- iii) Confirm the length of the absence and the date on which the Member has chosen to begin his/her leave

11.16 If the Member wishes to change the start date of a period of leave, they should write to the Democratic Services and Scrutiny Manager no later than 4 weeks before either the original start date 'or' the new start date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.

11.17 If the Member wishes to change the end date of a period of leave they should write to the Democratic Services and Scrutiny Manager at least 4 weeks before either the original end date or the new end date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.

11.18 HR Services will provide confirmation that the information on revised dates has been received and that relevant re-instatement or adjustment of any SRA has taken place, with a copy to Democratic Services, within 10 working days.

Sickness Leave

11.19 A Member who is sick will continue to receive the basic allowance as long as they remain a Councillor. They will also continue to receive any SRA for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek *executive* approval before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act.

11.20 If a Member decides not to return to office following either during or on their expiry of maternity, adoption, shared parental, paternity or sickness leave, the Chief Executive must be notified. HR Services must then be informed within two working days of receiving notification. Allowances will cease from the effective resignation date.

11.21 If an election is held during the Member's maternity, adoption, shared parental, paternity or sickness leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA, if appropriate will cease from the Monday after the election date when they would technically leave office.

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London BOROUGH OF HARINGEY

CLAIM FOR EXPENSES

Notes

1. As set out in the Member's Allowance Scheme, Part 6 of the Constitution, councillors and voting co-opted members can claim expenses incurred for the care of dependents to enable them to attend Council meetings.

Reimbursement will be made at the London Living Wage. The period of payment should include the time of the meeting, together with travelling time of the member reaching the meeting, plus any necessary and reasonable travelling expenses of the carer/ babysitter to and from their home.

To note that Children over the age of 16 cannot be claimed for, unless suffering from an illness or disability making constant care essential.

2. The London Living Wage amount of £11.95 per hour can be claimed.
3. There is an attached form overleaf to support claims for these expenses. This must be signed both by the Councillor/ Voting Co – opted Member who employed the babysitter/carer, and also by the babysitter/carer. Please also provide a receipt for travel of the babysitter/ carer to and from their home.
4. Payment will be included in the next monthly allowances payment.
5. Claims must be submitted the Mayor & Business Support Officer within three months of the date of the duty.
6. If you have any queries or need advice on completing the form, please email

For office use only

Date Received _____ Checked _____ Authorised _____

London Borough of Haringey

CLAIM FOR CHILDCARE AND CARER EXPENSES

Please read the notes overleaf before completing this form.

This part to be completed by the Councillor/ voting Co-opted Member
(i.e. the person who attended the Council Meeting)

Your Name: Councillor / Voting Co-optee _____

Address: _____

Title of meeting attended _____

Date of meeting _____

Time journey commenced to
The meeting _____

Time you arrived at home after the meeting _____

**After asking the baby/sitter/carer to complete the following section,
please then sign and date the Declaration at the bottom of this page.**

This part to be completed by the babysitter/carer

Your name: Mr/Mrs/Miss/Ms _____

Address: _____

I confirm that I have been paid £ _____ by the person whose name and
address is given above, to look after their children/dependants.

Travelling expenses of the carer/ babysitter to and from their home.£.....
[Please attach receipt for payment of travel expenses or indicate amount if
contactless or oyster card was used on public transport]

Time babysitter/carer
duties commenced _____ Time finished _____
Signed _____ Date _____

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Declaration by Councillor/ Voting Co-opted Member

I confirm that I paid the babysitter/carer named above the amount stated, to enable me to attend a council meeting on the date and time shown. The babysitter/carer does not live with me and I would not have been able to attend the meeting without this support.

I claim reimbursement of the expense.

Signed _____ Date _____

[Members claimed expenses for travel and baby sitting and carers support is published on an annual basis in May.]

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Meeting **Standards Committee 5 March 2024**

Title: **Changes to Council Standing Orders and Full Council Protocol**

Lead Officer: Ayshe Simsek Democratic Services and Scrutiny Manager

Report authorised: Fiona Alderman Head of Legal and Governance and Monitoring Officer

1. Describe the issue under consideration.

- 1.1 This report takes forward the discussed changes to Council Standing Orders and the Full Council Protocol, relating to deletion of the Haringey debate provision, the meeting process for motions, Mayor’s communications and having additional oral council questions to allow wider back bench member involvement in Council meetings. These proposals are put forward following discussion and steer at the Constitution Working Group.
- 1.2 These changes are set out in track changes for the Committee to consider and put forward to the Full Council meeting on the 14th of March 2024 for adoption by Full Council and to take effect in the 2024/2025 municipal year.
- 1.3 The changes to the Council Protocol will be shared with the Leaders of the political groups as set out at page 1 of the Council Standing Orders.

2. Cabinet Member Introduction

Not applicable

3. Recommendations

- 3.1 To consider Appendix 1 outlining track changes to the Full Council protocol and recommend adoption by Full Council on the 14th of March 2024.
- 3.2 To consider Appendix 2 for ease of reference which contains the proposed updated Full Council protocol without the track changes.
- 3.3 To consider Appendix 3, Council Procedure Rules, outlining resultant changes in yellow and recommend to Full Council for adoption on the 14th of March 2024 and for the changes to take effect from the Annual Council meeting on the 20th of May 2024.

4. Reasons for decision

The reasons for recommendations are set out within the report and summarised at paragraph 1.1.

5. Alternative options considered.

Not applicable

6. Background information

Motions not reached before 10pm

- 6.1 The changes to Council Procedure Rules attached at Appendix 3 allow motions that have not been reached to fall and be put forward to the next meeting. There was concern that this may cause confusion to the sequencing of motions at meetings, if motions that have not been reached have to go forward to the next meeting. However, reference to rule 13, means that the motion has to be resubmitted to the next meeting and it does not automatically get carried over to the next meeting. Rule 13 also sets out that the motions will be in a sequence alternated between groups from meeting to meeting and there is now an additional reference to the Council Protocol at 13.2 which prescribes the sequencing.

The number of speakers for motions or Council debates from each political group reflecting the political proportionality.

- 6.2 At the CWG meeting on the 19th of January and 26th of January, Option 2a was agreed and this was to prescribe the speakers for motion debate at the Ordinary meetings in the Full Council Protocol. It was agreed to have 2 motions per meeting and each motion have a total of 31 minutes. This is now set out at Appendix 1, paragraph 2.7 and the references added to Council Procedure Rules at Appendix 3 at paragraphs 13.2 and 15.1 approval as part of the Council Protocol.
- 6.3 There is additional information added to paragraph 2.7 on amendments to motions to provide clarity if both opposition groups put forward amendments.

Removing Haringey Debate

- 6.4 The meetings of CWG in September, October, January, agreed removing the Haringey debate and this included the mayoral charity focused debate as well. This is set out in track changes in Appendix 1 and 3.

Mayoral Communication

- 6.5 CWG have agreed to have a written report of Mayor's activities circulated and limit this item to 5 minutes in total. These 5 minutes will include responses to national and international or local events and a one-minute silence to pay respects to former members. An additional 5-minute provision is included for

awards or certificates. This update has been added to Full Council protocol set out at Appendix 1.

Council Oral Questions

6.6 At the meeting of CWG on the 26th of January, it was agreed to increase the opportunity for back bench member participation in the Council meetings and increase the number of oral questions from 6 to 9 and the time allocation from 30 minutes to 45 minutes. This is set out at Appendix 1, paragraph 3.1 and Appendix 3, paragraph 10.5.

Current agenda outline and time allocation for Ordinary Council meetings as a result of the changes is as follows:

1. Council Reports from committees [average two committee reports] 10 minutes
2. Mayors' communications 5 minutes
3. Provision for Leader announcements. – 5minutes (CSO 3.1 vii – applies to ordinary meetings)
4. Officer/ Chief whip reports – 5 minutes
5. Deputations provision - 30 minutes
6. Petitions debate – 25 minutes – if over 2643 signatories
7. Public question allocation 20 minutes. Actively seeking questions from local community groups and the community and promoting this facility proactively at community meetings.
8. **Councillor Questions 9 questions – 45 minutes** – 5 questions Majority group, 3 questions 1st Opposition and 1 question second opposition.
9. Two Motions on notice **[62 minutes]**

Total time 3hours and 22 minutes - petitions, deputations and public questions are not fixed expectation and if these were not received then the total time 2 hours and 7 minutes. Taking account that it is usual to have deputations at Council meetings, the timing is more likely to be 2hours and 37 minutes.

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 These are set out within the report.

8.5 Equality

8.6 There are no equality matters in this report.

9. Use of Appendices

Full Council Protocol with Track changes – Appendix 1

Full Council Protocol without track changes - Appendix 2

Council Procedure Rules – Appendix 3

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>

HARINGEY GOVERNANCE REVIEW

DRAFT PROTOCOL COVERING FULL COUNCIL Updated March 2024

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: These are ordinary meetings as set out at CSO 3.1 to 3.2 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 – considering if an additional meeting to accommodate this standing order]~~

It is proposed that Full Council meetings shall commence at 19.30 and finish by 22.00.

- 2.2 Reports from Cabinet and Committees shall only be submitted to Full Council when a decision is necessary.
- 2.3 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

- 2.4 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

2.5 The Budget-setting Meeting shall only consider the budget and any amendments.

2.6 The Council may also receive deputations and petitions related to the budget.
[This is in line with council standing orders]

The 'Haringey Debate' Meetings

~~2.6—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.~~

~~2.7—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 Corporate Delivery Plan themes.~~

~~2.8—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.~~

~~2.9—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]~~

~~2.10—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.~~

~~2.11—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.~~

~~2.12—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 they sees fit.~~

~~2.13~~ 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?]*

~~2.14~~ Following this response the member who introduced the theme for the debate will be provided with an opportunity to summarise the debate.

~~2.15~~2.7 The formal business section of these ~~three~~three ordinary meetings shall include:

- Any decision that must legally be taken by the Council;
- Council Questions (as detailed in Section 3);
- Debating motions — ~~There will be~~ a maximum ~~of two motions on each Council agenda one motion per group~~ plus any amendments. The order of the motions from the groups shall be as follows:
 - July Ordinary Meeting
 - Labour Group
 - Liberal Democrat Group

- November Ordinary meeting
 - Liberal Democrat Group
 - Labour Group

- March Ordinary Meeting
 - Independent Socialist Group
 - Labour Group

The following rules would apply for the debate of motions.

Labour Motion: - 31 minutes

five minutes, mover: Labour

three minutes seconder: Labour

three minutes: two Liberal Democrats,

three minutes: three Labour

three minutes: one Independent Socialist

five minutes summing up: Labour

[6 Labour speeches and 2 Liberal Democrat speeches and 1 Independent Socialist]

Liberal Democrat Motion – 31 minutes

five minutes, mover: Liberal Democrats

three minutes seconder: Liberal Democrat

three minutes: four Labour councillors

three minutes: one Liberal Democrat

three minutes : one Independent Socialist

iv. five minutes summing up: Liberal Democrat

[4 Liberal Democrat speeches and 4 Labour Speeches and 1 Independent Socialist]

Independent Socialists Motion – 31 minutes

five minutes, mover: Independent Socialists

three minutes seconder : Independent Socialists

three minutes: two Liberal Democrats

three minutes: four Labour

five minutes summing up: Independent Socialists

[provision for 3 Independent Socialist Speech, 4 Labour speeches, two Liberal Democrat]

Amendments to motions from the political groups

These would be considered in an order decided by the Mayor on the advice of the Chief Executive and Monitoring Officer and the timings above would include the moving of amendments.

[If the Independent Socialist group had an amendment to a Labour or Liberal Democrat motion, then this would need to be seconded by a member of their group without a speech]

- _____
- 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.

- - To have a written report of Mayor's activities circulated and limit this item to 5 minutes in total, with the exception of when there are

Council responses required to national and international or local events , there will be an additional 2 minutes . The 5 minute time allocation will include a one-minute silence to pay respects to former members. On an annual basis there will be an additional 5-minute provision for awards or certificates for retiring headteachers and sporting achievements by young people.

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 nine six questions from Members per Council meeting which will receive oral answers. Oral questions will be placed so as to alternate on the agenda ~~with~~with five from the majority group, three from the first opposition group and 1 from the second opposition group three from each political party. A time limit of 45 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.~~

3.33.2 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.

3.43.3 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.

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

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

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PROTOCOL COVERING FULL COUNCIL Updated March 2024

1 INTRODUCTION

- 1.1 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.
- 1.2 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: These are ordinary meetings as set out at CSO 3.1 to 3.2

It is proposed that Full Council meetings shall commence at 19.30-and finish by 22.00.

- 2.2 Reports from Cabinet and Committees shall only be submitted to Full Council when a decision is necessary.
- 2.3 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

- 2.4 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

- 2.5 The Budget-setting Meeting shall only consider the budget and any amendments.
- 2.6 The Council may also receive deputations and petitions related to the budget. *[This is in line with council standing orders]*
- 2.7 The formal business section of these three ordinary meetings shall include:
 - Any decision that must legally be taken by the Council.
 - Council Questions (as detailed in Section 3).
 - Debating motions – There will be a maximum of two motions on each Council agenda plus any amendments. The order of the motions from the groups shall be as follows:
 - July Ordinary Meeting

- Labour Group
- Liberal Democrat Group

November Ordinary meeting

- Liberal Democrat Group
- Labour Group

March Ordinary Meeting

- Independent Socialist Group
- Labour Group

The following rules would apply for the debate of motions.

Labour Motion: - 31 minutes

five minutes, mover: Labour

three minutes seconder: Labour

three minutes: two Liberal Democrats,

three minutes: three Labour

three minutes: one Independent Socialist

five minutes summing up: Labour

[6 Labour speeches and 2 Liberal Democrat speeches and 1 Independent Socialist]

Liberal Democrat Motion – 31 minutes

five minutes, mover: Liberal Democrats

three minutes seconder: Liberal Democrat

three minutes: four Labour councillors

three minutes: one Liberal Democrat

three minutes : one Independent Socialist

iv. five minutes summing up: Liberal Democrat

[4 Liberal Democrat speeches and 4 Labour Speeches and 1 Independent Socialist]

Independent Socialists Motion – 31 minutes

five minutes, mover: Independent Socialists

three minutes seconder: Independent Socialists

three minutes: two Liberal Democrats

three minutes: four Labour

five minutes summing up: Independent Socialists

[provision for 3 Independent Socialist Speech, 4 Labour speeches, two Liberal Democrat]

Amendments to motions from the political groups

These would be considered in an order decided by the Mayor on the advice of the Chief Executive and Monitoring Officer and the timings above would include the moving of amendments.

[If the Independent Socialist group had an amendment to a Labour or Liberal Democrat motion, then this would need to be seconded by a member of their group without a speech]

- Appointments to outside bodies.
- Deputations and petitions.
- *To have a written report of Mayor's activities circulated and limit this item to 5 minutes in total, with the exception of when there are Council responses required to national and international or local events, there will be an additional 2 minutes. The 5-minute time allocation will include a one-minute silence to pay respects to former members. On, an annual basis, there will be an additional 5-minute provision for awards or certificates for retiring headteachers and sporting achievements by young people.*

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 nine questions from Members per Council meeting which will receive oral answers. Oral questions will be placed so as to alternate on the agenda with five from the majority group, three from the first opposition group and 1 from the second opposition group. A time limit of 45 minutes shall be allowed for oral questions and responses.

- 3.2 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.
- 3.3 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.
- 3.4 A member of the public shall only be able to submit one question per meeting.
- 3.5 A total time limit of 20 minutes for public questions and answers shall be allowed per meeting.

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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, 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 deputations 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) 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;
- (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;

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- (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
- (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

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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 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 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

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- (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) **(all other business)** 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

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

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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

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.

PART FOUR – RULES OF PROCEDURE
Section A – Council Procedure Rules

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

- (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

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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 9** 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 4** 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 45** 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.

10.6 Response

An answer may take the form of:

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- (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, new wording added relevant to the original 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 change from 5 to 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.
- 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.

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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 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.

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12.1.1 Where a petition submitted to the Council, under the Petitions Scheme, and contains more than 2643 signatures it will trigger a debate by the full Council. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the next available meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant Committee. Where the issue is one on which the Cabinet are required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website, in the minutes of the meeting.

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, *and as prescribed in the full Council protocol.*

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

PART FOUR – RULES OF PROCEDURE
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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:

- (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;

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- (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 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~~ 23 minutes. *The political group allocation of speeches shall be as prescribed in the Full Council Protocol.*

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

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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
- (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;

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- (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.

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.

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- (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.

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;

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- (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.
- (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

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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.

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.

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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.

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

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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.

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.

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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.

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

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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.

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.

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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

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~~

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~~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 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

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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.

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.

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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, 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) 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) Receive any announcements from the Mayor, the Leader, members of the Cabinet, the Head of Paid Service or the Monitoring Officer;
- (vii) To make appointments to Council committees and outside bodies;
- (viii) Hear depositions and receive petitions accepted under rules 11 & 12;
- (ix) Receive questions from and provide answers to the public on matters notified under Rule 8;
- (x) Provide answers to written questions from Members. Receive oral questions from Members, and provide oral answers;

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- (xi) Deal with any business held over from the previous Council meeting;
- (xii) 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;
- (xiii) Receive an annual update from the relevant Cabinet Member on the progress toward reducing carbon emissions in the borough;
- (xiv) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (xv) Consider motions; and
- (xvi) 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
- (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

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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 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 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

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- (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) (all other business) 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

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

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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

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.

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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

- (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

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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 9 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 9 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 4 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 45 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.

10.6 Response

An answer may take the form of:

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- (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, new wording added relevant to the original 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 change from 5 to 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.
- 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.

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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 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.

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12.1.1 Where a petition submitted to the Council, under the Petitions Scheme, and contains more than 2643 signatures it will trigger a debate by the full Council. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the next available meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant Committee. Where the issue is one on which the Cabinet are required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website, in the minutes of the meeting.

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, and as prescribed in the full Council protocol.

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

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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:

- (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;

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- (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 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 23 minutes. *The political group allocation of speeches shall be as prescribed in the Full Council Protocol.*

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

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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
- (c)
 - (i) At the Annual Council Meeting and at the Council meeting which determines the budget-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);

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- (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.

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.

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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.

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;

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- (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.
- (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

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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.

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.

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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.

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

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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.

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.

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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.

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

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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.

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.

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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

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.

30. VOTES OF NO CONFIDENCE

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- 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 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

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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.

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.