

Council Supplementary Agenda



10. Governance Model Referendum (Pages 3 - 12)

To consider the report of the Executive Director of Resources and Deputy Monitoring Officer (Interim).

12. Constitutional Changes (Pages 13 - 24)

To consider the report of the Executive Director of Resources and Deputy Monitoring Officer (Interim).

JACQUELINE HARRIS BAKER
Council Solicitor and Monitoring Officer
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

Cliona May
020 8726 6000
cliona.may@croydon.gov.uk
www.croydon.gov.uk/meetings

This page is intentionally left blank

REPORT TO:	COUNCIL 5 July 2021
SUBJECT:	GOVERNANCE MODEL REFERENDUM
LEAD OFFICER:	Katherine Kerswell, Interim Chief Executive Asmat Hussain, Interim Executive Director of Resources
CABINET MEMBER:	
WARDS:	All
COUNCIL PRIORITIES 2021-24:	
<p>The recommendation is designed to support the aim ‘to become a much more transparent, open and honest Council’. The referendum planned for 7th October 2021 will enable residents to choose their preferred governance model for Croydon.</p>	

FINANCIAL IMPACT

A report considered by Council in February 2021 estimated the costs arising from a referendum as anything between £400,000 and £650,000. Further, more detailed planning will take place to confirm costs, including consideration of the additional costs relating to the COVID-19 pandemic arising in the May 2021 elections.

The anticipated cost of holding the referendum has been budgeted for and included in the Medium Term Financial Strategy.

The additional cost of adding the Mayoral vote to the ballot is estimated as between £210,000 and £293,000 every four years from 2022.

It is anticipated that there would be no additional support costs for a Mayor than currently exist for the Leader.

If the Council moved to a Mayoral model of governance, it would need to revise its Scheme of Members Allowances. The Council considers the findings of the Independent Panel on the Remuneration of Councillors in London in determining the special allowances payable to elected members. The Panel currently recommends that the salary for an elected Mayor is £85,162, 25% higher than that for a Leader. However, the current allowance for the Leader in Croydon is £35,972.

1. RECOMMENDATION TO FULL COUNCIL

- 1.1 That the Council agree the draft referendum proposals set out at Appendix 2.
- 1.2 That the Council agree to the establishment of a politically proportionate Constitution Working Group to keep the Constitution under review and inform proposals for any revisions to the Constitution.

2. EXECUTIVE SUMMARY

- 2.1 An Extraordinary Council Meeting resolved on 8th February 2021 that the Council should hold a referendum on Thursday 7th October 2021 on the subject of the Council's governance arrangements.
- 2.2 This report asks Council to approve the draft referendum proposals prior to their publication in line with the statutory timetable of proceedings for the referendum.

3. BACKGROUND

- 3.1 An Extraordinary Council Meeting on 8th February 2021 agreed that a referendum be held on 7th October 2021 to allow local electors to decide upon the future governance arrangements of the Council.
- 3.2 Council agreed that the model of governance available for electors to choose from at the referendum will be either:
 - A. The current model of the Executive Leader and Cabinet ('the Leader and Cabinet Model') OR
 - B. The Mayor and Cabinet Model ('the Mayoral Model')
- 3.3 Council also agreed that a further report be presented at a Council meeting prior to the referendum in order to approve the referendum proposals that must include detailed constitutional changes in the governance arrangements for a Mayoral Model in accordance with the Local Government Act 2000 (LGA 2000) that also requires those proposals to be available for inspection and to be published.
- 3.4 The LGA 2000 requires that where a change of governance from one form of executive to another is to be considered by local electors through a referendum, the council must draw up proposals for the change which include:
 - a) a timetable with respect to the implementation of the proposals
 - b) details of any transitional arrangements necessary for the implementation of the proposals and
 - c) a statement that the change in governance arrangements is to be subject to approval in a referendum.
- 3.5 The local authority is then required to
 - a) ensure that copies of a document setting out the proposals are available at its principal office for inspection by members of the public at all reasonable times and
 - b) publish in one or more newspapers circulating in the area a notice which:

- i) states that the authority has drawn up the proposals
- ii) describes the main features of the proposals
- iii) states that copies of a document setting out the proposals are available at the authority's principal office for inspection by members of the public at such times as may be specified in the notice and
- iv) specifies the address of the authority's principal notice.

3.6 The timetable of proceedings for referendum appears at Appendix 1.

4. THE PROPOSAL

4.1 Members will be aware of the significant work undertaken in the Council in relation to prioritisation and the capitalisation directive during the past year. Consequently, there has been insufficient capacity to explore with Members the range of potential options for a Mayoral model of governance. These options can be characterised at high level as:

- The Mayor reserves most/ all decision-making powers to themselves
- The Mayor delegates some decision-making powers to individual Cabinet members or to Cabinet collectively
- The Mayor reaches decisions with Cabinet by consensus.

4.2 Under all three options, the Council would still have an Overview and Scrutiny Committee to hold the Mayor/ Executive to account.

4.3 The Mayoral model proposed is therefore closest to current practice in Croydon under the Leader/ Cabinet model.

4.4 Draft referendum proposals appear at Appendix 2. These explain:

- i) Only two options can be offered in the referendum, so that voters will be able to choose between the status quo and the Mayoral referendum
- ii) The main difference between the Leader/ Cabinet and Mayor/ Cabinet models is the method of election of the Leader/ Mayor
- iii) If a majority of voters choose the Mayor/ Cabinet model then the standard Executive arrangements would be changed such that the Mayor replaced the Leader in selecting a Cabinet, presenting the Budget to Council and having oversight (with the Cabinet) over the majority of day to day Council services.

4.5 In both models the Council would appoint Committees to be responsible for certain services including planning, licensing, scrutiny, audit and ethics.

4.6 It is proposed that these proposals, as set out at Appendix 2, be published on the website and in the Croydon Guardian by Tuesday 20th July in accordance with the requirements of the LGA 2000.

4.7 If a majority votes for change, detailed changes to the Constitution would be required. The most material changes, reflecting the replacement of Leader with Mayor, would appear at:

Part 3 – Responsibility for Functions, Section 3 – Responsibility for Executive Functions: the Leader’s power to create Cabinet Committees

Part 4D – Executive Procedure Rules

Part 6C – Leader’s Scheme of Delegations

4.8 It is normal local authority good practice for a Constitution Working Group to keep the Constitution under review and make recommendations for changes as and when required. It is therefore proposed to establish a politically proportionate Constitution Working Group with this remit. If constitutional changes were required as a result of the mayoral referendum, the Working Group would inform the development of proposed changes for consideration by Council.

4.9 If a majority votes for change, a report will be presented to the first Council meeting following the referendum setting out the proposed transition arrangements and seeking approval for the detailed changes to the Constitution.

5. CONSULTATION

5.1 A public consultation is not required, but to ensure good and transparent governance a notice was published on the Council’s website and within the Croydon Guardian newspaper in February 2021 advertising the proposal that Council agree to conduct a referendum on the Council’s governance.

6 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

6.1 The anticipated cost of holding the referendum has been budgeted for and included in the Medium Term Financial Strategy.

Approved by: Matt Davis, Interim Deputy s151 Officer

7. LEGAL CONSIDERATIONS

7.1 This report seeks approval of the referendum proposals along with explaining the alternate governance arrangements for any change in arrangements and follows on from the report of 8th February 2021 seeking approval for a resolution of the Council to hold a referendum on 7th October 2021.

7.2 The body of the report sets out the legal framework under the Local Government Act 2000 (‘2000 Act’), as amended, and outlines the factors to be taken into account by the Council when making its decision as to the proposed proposals.

- 7.3 It should be noted that the Local Authorities (Conduct of Referendums) (England) Regulations 2012 ('Referendum Regulations') supplement the 2000 Act and stipulate the detailed rules for conduct of a governance referendum.
- 7.4 The Referendum Regulations also sets out the strict restrictions on Council publicity about the referendum for the 28 days before polling day, save for factual information about the poll itself.

Approved by: Sandra Herbert, Head of Litigation and Corporate Law on behalf of Doutimi Aseh, Interim Director of Law and Governance.

8. HUMAN RESOURCES IMPACT

- 8.1 There are no immediate workforce implications raised by this report.

Approved by: Sue Moorman, Director of Human Resources

9. EQUALITIES IMPACT

- 9.1 There are no equalities implications under s149 of the Equality Act 2010 arising from the proposals which are set out at Appendix 2, nor from any change in governance arrangements for the Council. The Council will follow the mandatory statutory procedure for the conduct of referendums related to local authority governance.
- 9.2 The Counting Officer is responsible for ensuring the duty is complied with in administering the referendum.

Approved by: Yvonne Okiyo, Equalities Manager

10. DATA PROTECTION IMPLICATIONS

WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?

- 10.1 The conduct of the referendum will not involve the processing of personal data over and above processing which takes place as part of the administration of elections and subject to existing policies and procedures.

Approved by: Asmat Hussain, Interim Executive Director of Resources and Monitoring Officer

CONTACT OFFICER: Heather Wills, Governance Improvement Adviser;
heather.wills@croydon.gov.uk

APPENDICES TO THIS REPORT:

Appendix 1: Referendum Timetable

Appendix 2: Draft detailed notice of proposals

BACKGROUND PAPERS: None

APPENDIX 1 – Referendum timetable

Council resolved to consider a change in governance arrangements by way of a referendum	Monday 8 th February 2021
Notice of referendum with details of proposals (at least 56 days* but no more than 73 days* before the referendum)	No later than Tuesday 20 th July 2021
Pre-referendum period starts (28 days* before the referendum)	Monday 30 th August 2021
Publication of Notice of Referendum (at least 25 days* before the referendum)	No later than Thursday 2 nd September 2021
Deadline for applications to register to vote	Tuesday 21 st September 2021
Deadline for new applications to vote by post and cancellation or amendment to existing absent voting arrangements	Wednesday 22 nd September 2021
Deadline for new applications for proxy votes	Wednesday 29 th September 2021
Publication of notice of poll	Wednesday 29 th September 2021
Polling (7am – 10pm)	Thursday 7 th October 2021
<i>Special Full Council Meeting if referendum is in favour of change in governance (within 28 days of the referendum)</i>	<i>No later than Tuesday 16th November 2021</i>
<i>First election for a new Elected Mayor if the referendum is in favour of change in governance</i>	<i>Thursday 5th May 2022</i>

*Excluding Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday or a Bank Holiday.

APPENDIX 2 – DRAFT DETAILED NOTICE OF PROPOSALS

On Thursday 7th October 2021, Croydon voters are being asked to choose how they think the borough should be governed in future, following a decision made by councillors at the Emergency Council meeting (ECM) on 8th February 2021.

The Council currently operates with an Executive Leader and Cabinet model of governance.

The ECM passed a resolution, in accordance with Section 9MA of the Local Government Act 2000 (as amended), to hold a referendum asking voters in Croydon whether they wished to change the Council's governance arrangements. Minutes of that meeting can be found here:

<https://democracy.croydon.gov.uk/documents/s27198/ECM%20Report.pdf> or by clicking on [this link](#).

The law states that councils can only offer two options in the referendum (one of which must be the existing model). The alternative option will be the Mayor and Cabinet model (the 'Mayoral model').

Main features/ differences between the Leader/ Cabinet and Mayor/ Cabinet models:

Both models are set up in a similar way and are 'Executive' forms of governance.

This refers to the model of governance whereby meetings of the full Council agree the budget and council tax whilst an Executive has oversight of most day to day policy and decision making.

The Executive meet together as the 'Cabinet' but may also establish sub-committees on specific subjects or take decisions individually if such delegations have been established.

Council will then appoint Committees to be responsible for certain services including planning, licensing, scrutiny, audit and standards which, by law, cannot be the responsibility of the Executive.

The main difference between the two versions is that a Leader is selected from amongst the Councillors, whilst the Mayor is an additional elected representative, chosen directly by all electors.

This also means that a Mayor can normally only be replaced by local electors at the next local elections once every four years. A Leader could be replaced by a vote at Council should they no longer have the support of Councillors.

The other standard Executive arrangements would not change except that the Mayor replaced the Leader, such as:

1. The Mayor would select a Cabinet of between two and nine Members
2. The Mayor would present a budget to the Council

3. The Mayor and Cabinet would have oversight of the majority of the Council's day to day services

In both models the Council would appoint Committees to be responsible for certain services including planning, licensing, scrutiny, audit and ethics.

Further detailed decision-making arrangements can be set up under either model, such as having decision-making by individual Cabinet Members. There are no proposals to change other arrangements such as to introduce individual Cabinet Member decision-making but these could be amended at any time by an incoming administration.

What happens if a majority of voters agree to a change?

If a majority of voters agree to a change then the Council will continue to operate under the Leader/ Cabinet model until the local elections in May 2022, at which point the Council will move to the Mayor/ Cabinet model.

If a change is agreed by voters, the result of the referendum is binding. Any further change of this kind could only take place at least ten years after the date of the first referendum.

A report will be presented to the first Council meeting following the referendum setting out the proposed transition arrangements and seeking approval for the necessary changes required to the Council's constitutional arrangements.

What happens if a majority of voters do not agree to a change?

If a majority of voters do not agree to a change then the May 2022 local elections will be run on the current Leader and Cabinet model.

If a change is not agreed by voters, the result of the referendum is binding. Any further change of this kind could only take place at least ten years after the date of the first referendum.

The referendum details

The poll for the Referendum will be held on Thursday 7th October 2021 between the hours of 7am and 10pm.

Anyone eligible to vote in local elections will be entitled to vote in the referendum.

The question to be asked at the poll will be:

How would you like the London Borough of Croydon to be run?

By a leader who is an elected councillor chosen by a vote of the other elected councillors. This is how the council is run now.

Or

By a mayor who is elected by voters. This would be a change from how the council is run now.

The referendum will be conducted in accordance with the rules for local elections.

The referendum expenses limit for campaign organisers promoting a particular outcome is the aggregate of £2,362 plus the amount found by multiplying by 5.9 pence the number of entries in the Council's electoral register in effect on the day on which the Notice of Proposals is published (Thursday 15th July). [As at 30th June there are 279,231 registered electors and, based on this figure, expenses would be £2,362 + £16,475 = **£18,837.**]

Copies for Inspection

A copy of these proposals may be inspected by appointment at the Croydon Town Hall, Katherine Street, Croydon, CR0 1NX, during normal office working hours (9am to 5pm). Contact seth.alker@croydon.gov.uk (Tel 020 8604 7469) to make an appointment.

The proposals are also published on the Council's website at or on the Council's website at www.croydon.gov.uk/council-and-elections/voting-and-elections/referendum-directly-elected-mayor-croydon.

REPORT TO:	COUNCIL 5 July 2021
SUBJECT:	Constitutional changes
LEAD OFFICER:	Asmat Hussain, Interim Executive Director of Resources
CABINET MEMBER:	Councillor Hamida Ali – Leader of the Council Councillor Callton Young – Cabinet Member for Resources and Financial Governance
WARDS:	All
CORPORATE PRIORITIES 2021-24:	
<p>The recommendation is designed to enable the Cabinet to give more effective and proportionate consideration to reports and proposals which will assist delivery of the Council’s priorities.</p>	

FINANCIAL IMPACT

No significant additional financial impacts have been identified arising from this recommendation.

1. RECOMMENDATION

Council is recommended to:

1.1 Approve a change to the Executive Procedure Rules within the Council’s Constitution to enable the Chair of Cabinet to move a motion to extend the termination of a Cabinet meeting by 30 minutes to enable business set out on the agenda to be transacted (this provision to be repeated where required in exceptional circumstances).

1.2 Authorise the Interim Executive Director of Resources to make the necessary changes to the Constitution to bring recommendation 1.1 into effect.

2. EXECUTIVE SUMMARY

- 2.1 The Council’s current Constitution limits the length of a Cabinet meeting to three hours. Consequently there is a risk that there may be insufficient time to fully consider important issues for decision by the Cabinet.
- 2.2 The report sets out options for an amendment to the Constitution which will enable sufficient time for decision-making.

3. BACKGROUND

- 3.1 Rules for the conduct of Cabinet meetings are set out in Part 4D – Executive Procedure Rules of the Council’s Constitution. Paragraph 1.5 (b) states:

Meetings of the Cabinet shall be held in the Town Hall, Katharine Street and shall commence at 6.30 p.m., unless determined otherwise and stated on the Notice and Summons for the meeting and shall last no longer than three hours, at the expiry of which period any recommendations remaining outstanding for consideration shall be put to the vote in turn without further debate and the Chair shall then close the meeting.

- 3.2 By comparison, the rules for conduct of Council meetings (Part 4A – Council Procedure Rules) allow, at paragraph 1.11, for a procedural motion to be moved to extend the termination of the meeting by not more than 20 minutes to enable business set out on the agenda to be transacted. This is in the context that Ordinary Council meetings begin at 6.30pm and conclude by 10.00pm.
- 3.3 There is no reference to the length of meetings or guillotine procedures in the Constitution for Non-Executive Committees and Overview and Scrutiny committee.
- 3.4 While the establishment of time limits for meetings can be a good discipline to enable focused debate and aid time management, under the current arrangements there is a risk that insufficient time is available for Cabinet to give due consideration to important decisions for the Council.
- 3.5 Staffing levels within Democratic Services are currently provided on an assumption of 160 formal meetings a year, including 30 hours of Cabinet meetings. There is therefore a risk that resources will be insufficient to support meetings if the duration of meetings increases significantly.
- 3.6 Practice in other London Boroughs with the Leader/ Cabinet model has been analysed: most councils have a limit of some kind on the duration of Council and Committee meetings but have different arrangements for Cabinet meetings. The number of councils which do not have any limit on the duration of Cabinet meetings is slightly larger than the number which do. The analysis is summarised below:

Council	Start/ latest finish time of Cabinet meetings	Duration	Extension?
Croydon	6.30pm – 9.30pm	3 hours	No extension
Havering	7.30pm - 10.30pm	3 hours	No extension
Islington	7.00pm - 10.30pm	3.5 hours	No extension
Merton	7.15pm – 10.15pm	3 hours	No extension
Redbridge	7.15pm – 10.30pm	3.25 hours	No extension

Council	Start/ latest finish time of Cabinet meetings	Duration	Extension?
Barking & Dagenham	7.00pm – 9.00pm	2 hours	Extension for 'reasonable period' (15–30 minutes)
Hounslow	7.00pm – 9.30pm	2.5 hours	Extension can be moved: no later than 11pm
Lambeth	5.00pm – 7.00pm	2 hours	30 minute extension can be moved
Hammersmith & Fulham	7.00pm – 10.00pm	3 hours	Extension for a specified period may be moved
Haringey	6.30pm – 10.00pm	3.5 hour	Discussion of specific item may continue at discretion of the Chair
Harrow	6.30pm - 10.00pm		Extension can be moved to complete the business or close by a specific time
Brent Southwark Waltham Forest	10.00am start 11.00am start 2.00pm start	No time limit	None required as no time limit to end of meeting
Greenwich Kensington & Chelsea Westminster	6.30pm start	No time limit	None required as no time limit to end of meeting
Bromley Camden Ealing Hillingdon	7.00pm start	No time limit	None required as no time limit to end of meeting
Bexley Wandsworth	7.30pm start	No time limit	None required as no time limit to end of meeting

3.7 Detailed extracts from the constitutions of London Boroughs with arrangements for guillotine/ extensions appear at Appendix A.

4. PROPOSAL

4.1 Having taken into consideration the issues outlined in section 3 above, it is proposed to change the Executive Procedure Rules in the Constitution to enable the Chair of Cabinet to move a procedural motion, without prior notice and at their discretion, to extend the termination of the meeting by 30 minutes to enable business set out on the agenda to be transacted (this provision to be repeated where required in exceptional circumstances).

- 4.2 This would enable the Chair, subject to agreement by the rest of Cabinet, to ensure that sufficient time for consideration is allowed when required, while ensuring that debate remains focused.

5. CONSULTATION

- 5.1 It is proposed to make a small adjustment to the Executive Procedure Rules in the Constitution and as such no formal public consultation has been undertaken.

6 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 6.1 This is a procedural report with no significant financial considerations.
- 6.2 Additional officer time attending extended meetings would be expected to be met as part of their normal duties and thus at no extra cost. Additional security and other FM costs may be incurred as part of this proposal but would be expected to be mitigated by flexible working or the avoidance of additional ad-hoc committee meetings needing to be held.
- 6.3 The demand for formal meetings has for some time exceeded resource levels available to service those meetings. There is therefore a risk that extended meeting times may further increase the risk of not meeting statutory requirements in relation to the production of meeting minutes and may impact the availability of support to other Committees.

Approved by: Matt Davis, Interim Deputy s151 Officer.

7. LEGAL CONSIDERATIONS

- 7.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that amendments to the Constitution are reserved, subject to narrow exceptions, to Full Council for consideration and approval under Part 2 – Articles 4 and 15.

Approved by Sandra Herbert, Head of Litigation and Corporate Law on behalf of the Director of Law and Governance & Deputy Monitoring Officer

8. HUMAN RESOURCES IMPACT

- 8.1 There are no immediate HR considerations or matters arising from this report for Croydon Council employees or staff.

Approved by: Gillian Bevan, Head of HR Resources, on behalf of the Director of Human Resources

9. EQUALITIES IMPACT

9.1 Section 149 Equality Act 2010 requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

9.2 Having due regard means that decision-makers must consciously consider the three aims of the Equality Duty as part of the decision making process. By ensuring sufficient time in Cabinet meetings and consideration of all relevant factors including the potential impact on groups that share protected characteristics, the Council will be supported to meet its obligations under the Equality Act.

Approved by: Yvonne Okiyo

Equalities Manager

10. ENVIRONMENTAL IMPACT

10.1 There are no environmental sustainability impacts arising from this proposal.

11. CRIME AND DISORDER REDUCTION IMPACT

11.1 There are no implications of this proposal for the reduction/ prevention of crime and disorder.

12. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION

12.1 It is essential that sufficient time is allowed for thorough and robust consideration of Executive decisions.

13. OPTIONS CONSIDERED AND REJECTED

13.1 The following alternative options were considered and rejected:

- i) Change the starting time of Cabinet meetings to 6pm. This option would not in itself increase the time for debate, although it might reduce the number of meetings with a late finish. It is also possible that this might impact differentially on Cabinet members and officers with caring responsibilities and that this may disproportionately affect women.
- ii) Remove the time limit for Cabinet meetings. This would be consistent with practice in many other councils. However, if this option were to be chosen, the Chair would need to balance the aim of ensuring a full debate with the need to maintain focus. It can be increasingly difficult for all participants to

give of their best once meetings extend beyond three hours. It would also increase the risk of not meeting statutory requirements in relation to the production of meeting minutes.

14. DATA PROTECTION IMPLICATIONS

14.1 WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?

NO – there are no data processing implications arising from the contents of this report.

Approved by Asmat Hussain, Interim Executive Director of Resources.

CONTACT OFFICER: Heather Wills, Governance Improvement Adviser; Email: heather.wills@croydon.gov.uk

APPENDICES TO THIS REPORT:

A: Use of time limits and guillotine at Cabinet meetings in London Boroughs with the Leader/ Cabinet model of governance

BACKGROUND PAPERS: None

APPENDIX A

Use of time limits and guillotine at Cabinet meetings in London Boroughs with the Leader/ Cabinet model of governance

Most councils have a limit of some kind on the duration of Council and Committee meetings but have different arrangements for Cabinet meetings.

The following councils do not place any reference to restrictions on the duration of Cabinet/ Executive meetings in their Constitution:

- Bexley
- Brent
- Bromley
- Camden
- Ealing
- Enfield
- Greenwich
- Hillingdon
- Kensington and Chelsea
- Southwark
- Waltham Forest
- Wandsworth
- Westminster

The following councils make some kind of provision for the duration of Cabinet/ Executive meetings:

1. Barking and Dagenham

Rules for all meetings:

If the business of the meeting has not been concluded after two hours of its commencement, the proceedings may be extended for a reasonable further period, with the agreement of a majority of the Members present. Any unfinished business will be referred to the next meeting.

A 'reasonable further period' is suggested as 15 minutes although the Members present may agree to extend the meeting for a maximum of 30 minutes. There is no provision to extend the meeting for a second, further period.

These arrangements do not apply to quasi-judicial meetings such as the Planning Committee, Licensing Sub-Committee and the Personnel Board, although every effort should be made to conclude the business in an efficient manner in order to minimise potential additional costs associated with the late closure of Council buildings.

2. Hammersmith and Fulham

All Council, Executive, Policy and Accountability Committee, Regulatory Committee and other Committee meetings (with the exception of Personnel, Planning, Adoption, Licensing, and Appointments Panels) shall end after three hours (“the guillotine”).

The time elapsed during any suspension of a meeting shall be added to extend the time at which the following provisions come into effect:

- (a) At that time, or at any other time when a motion to close the meeting has been successfully carried;
- (b) No further points of order shall be raised except by the Mayor/Chair; except that Councillors may declare an interest in any remaining items of business;
- (c) The Mayor/Chair shall then interrupt the discussion of the item before the meeting;
- (d) Unless the mover of a motion then under discussion seeks leave to withdraw it, the Mayor/Chair shall allow them a right of reply to the debate;
- (e) Unless the motion or item of business then under discussion is withdrawn, the Mayor/Chair shall put, without further discussion, all the questions necessary to dispose of it;
- (f) The Mayor/Chair shall put without discussion, all the questions necessary to complete consideration of any remaining items on the agenda;
- (g) Finally, the Chair shall close the meeting.

Prior to the guillotine provision coming into effect, where the Council, Executive, Policy and Accountability Committee, Regulatory Committee or other Council Committee believes that a specific extension of time is warranted, this may be agreed by a resolution to extend the guillotine for a specified period. There is no limit to the number of extensions which may be agreed under this rule for Regulatory or Policy and Accountability or any other Council Committee, but at a Council meeting only one extension shall be allowed. No motion to extend the guillotine shall be permitted once the guillotine has fallen.

3. Haringey

Rules of Committees [including Cabinet]

No meeting shall continue after 10 p.m., except that discussion of the specific item or case in hand at 10 p.m. may continue thereafter at the discretion of the Chair of the meeting. Consideration of any business remaining shall be deferred to the next ordinary meeting, except where the matter(s) falls to be dealt with under the urgency provisions.

4. Harrow

Meetings of the Executive will commence at 6.30 pm and close at 10.00 pm, except as determined under Rule 24.2 below.

Varying the Closure Time

A meeting of the Executive shall terminate in the manner set out below unless:

the business of the meeting has been completed before 10.00 pm; or

by resolution passed before the closure time, the Executive resolves to extend the meeting beyond that time, in one of the following ways, which must be specified by resolution:

- (a) to continue in the normal manner and complete the business remaining on the summons; or
- (b) to determine a later time by when the meeting must close and, if the business is not completed by that later time, resolve that it be then put to the vote without debate or deferred to another meeting, as appropriate.

For the avoidance of doubt, a meeting may use the provisions above more than once in any meeting, provided that the motion to extend the closure time is moved before the time for the closure of the meeting or before the end of the period by which the meeting has already been extended.

In considering whether (a) and (b) above are expedient, the Executive will have regard to not prejudicing third party rights or interests affected by the remaining business on the agenda.

Determining Business Upon Closure

At the time of closure the Chair will advise the Executive that the procedure to terminate the meeting is to be applied; Any speech commenced and then in progress shall be concluded; The Chair will put any motion or recommendation then under consideration to the vote without further discussion; All remaining business before the Executive (inclusive of recommendations, motions and amendments already moved) shall be put to the vote without discussion or further amendment.

5. Havering

The person presiding at the meeting shall have power to exercise the powers conferred on the Mayor in relation to the conduct of meetings of the Council. In any conflict between these rules and those of Council these rules shall prevail

Council procedure rules:

Every ordinary or special meeting of Full Council shall terminate after 3 hours or no later than 10:30pm (whichever is earlier) and the Mayor shall declare the meeting closed. If there are motions or recommendations on the agenda that have not been dealt with by 10.15 p.m. they are deemed formally moved and

seconded (together with any amendments). No speeches will be allowed on these items and the vote will be taken in the usual way.

6. Hounslow

Commencement and Closure

Meetings will close 2 and a half hours after the time of the start of the meeting as advertised on the Agenda, except as determined below.

Varying the Closure Time

Meetings shall terminate in the manner set out above unless:

- (a) the business of the meeting has been completed before the end of 2 and a half hours after the meeting; or
- (b) by resolution passed before the closure time, the body resolves to extend the meeting beyond that time.
- (c) No meeting shall continue beyond 11pm.

Determining Business Upon Closure

At the time of closure the Chair will advise the Panel, Forum, Sub-panel or Sub-forum that the procedure to terminate the meeting is to be applied. Any speech commenced and then in progress shall be concluded. The Chair will put any motion or recommendation then under consideration to the vote without further discussion. All remaining business before the Panel, Forum, Sub-panel or Sub-forum, including recommendations, and amendments that have already been moved, shall be put to the vote without discussion or further amendment.

7. Islington

If the business of the meeting has not been concluded by 10.30pm, the member then speaking must stop. The Chair shall put the matter then under discussion to the vote without any further debate.

If there is any business on the agenda which has not been dealt with by 10.30pm, it shall be deemed formally moved and seconded and then put straight to the vote. No speeches shall be allowed on these items.

8. Lambeth

Meetings of the Cabinet and its Committees shall last for up to two hours from the time the meeting was due to commence (including any period of adjournment). At the expiry of this period, the Chair shall put all outstanding business to the meeting without further debate, unless the Cabinet/Committee agrees by majority to continue the meeting for a further period of up to half an hour. The remaining business shall then be put to the vote by a show of hands without further debate.

9. Merton

Meetings will begin at 7:15 p.m., unless determined otherwise and shall last no more than three hours. [no reference to procedure if business is not completed within 3 hours]

10. Redbridge

Meetings of the Cabinet, committees and sub-committees must not continue beyond three hours and fifteen minutes from the time set down for their commencement in the Summons (i.e. 10.30 pm for a meeting starting at 7.15 pm).

Except for meetings of the Planning Committee and the Licensing SubCommittee, when the three hours fifteen minutes has expired, the Chair will:

- (a) put to the vote without any further debate any recommendations in reports under consideration or amendments thereto (where a vote is required);
- (b) dispose of any remaining business on the Agenda by putting each item to the vote (where a vote is required) in order, without discussion, except that any items may, if the Cabinet or committee or sub-committees agrees, be postponed to the next meeting.

Any motion to lift the guillotine by suspending Standing Order 49A.1 shall be moved not less than 10 minutes before the scheduled end time for the meeting or such other end time as may have already been agreed by the Council under this Standing Order.

This page is intentionally left blank