

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.