

PART 4

PROCEDURE RULES

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9. ANNUAL MEETING OF THE COUNCIL

9.1 Timing and business

In a year when there is an ordinary election of councillors, the annual meeting shall take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (a) Elect a person to preside if the Mayor is not present;
- (b) Receive any announcements from the Mayor and/or Head of the Paid Service;
- (c) Agree the minutes of the last ordinary meeting;
- (d) Elect a Mayor;
- (e) Elect a Leader of the Council (in a year when the annual meeting follows an ordinary election of councillors or if the office of Leader is vacant);
- (f) Receive notice from the Leader of the number, portfolios and job descriptions of the councillors they are appointing to the Executive;
- (g) Receive notice from the Leader of the councillor that they are appointing as Deputy Leader of the Executive (in a year when the annual meeting follows an ordinary election of councillors, there is a vacancy in the post of Deputy Leader or the Leader wishes to exercise their power to replace the Deputy Leader);
- (h) To receive notice from the Leader of the allocation of Executive functions to be included in the Constitution;
- (i) Carry out a review of the political balance on Council Committees and other relevant bodies;
- (j) Appoint members and where appropriate substitute members (including Chairs and vice-Chairs) to the Policy and Performance Scrutiny Committee, other Scrutiny Committees, Health and Wellbeing Board and the Standards Committee;
- (k) Appoint members and substitute members (including Chair and vice-Chair) to the Audit, Planning, Licensing and Licensing Regulatory Committees and any other committees;
- (l) Receive nominations for and make appointments to, those outside bodies to which the Council is entitled to appoint except where that right of appointment is exercisable only by the Executive;
- (m) Consider any business set out in the notice convening the meeting.

10. ORDINARY MEETINGS

- 10.1 Ordinary meetings of the Council will take place in accordance with a programme decided by the Chief Executive following consultation with the Whips. This programme may also occasionally include Freedom of the Borough ceremonies or other civic meetings, following the agreement of the Chief Executive. Such meetings will only consider the business set out in the agenda and for which the meeting has been convened and paragraph 10.2(e) to (o) below shall not apply to such meetings.
- 10.2 Business at ordinary meetings will be to:
- (a) Appoint a person to preside if the Mayor is not present;
 - (b) Approve the minutes of the last meeting;
 - (c) Receive any declarations of interest from members;
 - (d) Receive any announcements from the Mayor, Leader, or the Head of Paid Service;
 - (e) Deal with any business from the last Council meeting;
 - (f) Receive petitions from members of the Council and of the public;
 - (g) Receive reports from Scrutiny Committees, Audit Committee, the Standards Committee, the Chief Whip and chief officers;
 - (h) Receive reports about the business of joint arrangements, boards and partnership bodies and external organisations;
 - (i) Consider motions (subject to 20.1(d));
 - (j) Include a public question session (subject to 19(2)(a)) which shall include the presentation and discussion of petitions from members of the public in accordance with Rule 19;
 - (k) Include a councillors' questions session (subject to 19(2)(a))
 - (l) Consider any other business specified in the summons to the meeting which may include consideration of proposals from the Executive in relation to the Council's budget and policy framework, early consideration of plans which will form part of the policy framework, strategic debate on matters of borough wide importance and reports of the Scrutiny Committees for debate;
 - (m) Hear any deputations relating to items of business on the agenda or, in extraordinary circumstances, other matters, in each case with the agreement of the Mayor;
 - (n) Consider any matters of urgency brought forward by leave of the Mayor*;
 - (o) Agree any necessary amendments to the Constitution.

* See also Procedural Rules 19.4 and 20.4

11. ORDER OF BUSINESS

11.1 Determination by Mayor

Subject to 11.2 below, the Mayor shall decide the order of business at an ordinary meeting of the Council.

11.2 Balance of Motions

A party may nominate one item of business on the agenda for discussion before 9.30pm, but there is no requirement that the discussion of it finish before that time. Where an item is specified, the Mayor shall ensure that the items are called before 9.30pm. Urgent items agreed to be considered by the Mayor under 10.2(n) above, shall count against the specified item.

12. EXTRAORDINARY MEETINGS

12.1 Calling extraordinary meetings

Those listed below may require the Proper Officer (who for this purpose shall be the Chief Executive) to call Council meetings in addition to ordinary meetings:

- (a) The Council by resolution;
- (b) The Mayor;
- (c) The Monitoring Officer; and
- (d) Any five members of the Council if they have signed a requisition presented to the Mayor and the Mayor has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

In the event of a change in the membership of any political group (whether by reason of a by-election, resignation or defection of any member or otherwise) such as to cause that or any other group to become the largest or joint largest group on the Council, any five members of that group may sign a requisition asking the Proper Officer to call an extraordinary meeting of the Council and the Proper Officer shall ensure that such a meeting is held within 20 working days of receipt by them of the requisition.

12.2 Business

Business at extraordinary meetings of the Council shall be restricted to:

- (a) the item of business for which the meeting has been called and;
- (b) any deputations relating to items of business on that agenda which the Mayor agrees to hear in accordance with Rule 19 5.

13. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES

13.1 Appointment of members

- (a) All nominations to serve on the Policy and Performance Scrutiny Committee and other committees must be sent in writing to the Chief Executive not later than 5pm on the last working day before the day on which the Annual Meeting of the Council is due to be held.
- (b) If the number of candidates nominated and standing does not exceed the number of vacancies to be filled, those candidates shall be declared to be members of the committee.
- (c) If the number of candidates nominated and standing exceeds the number of vacancies to be filled, the election shall be conducted by vote.
- (d) All appointments to committees (other than committees and sub-committees of the Executive or to the Health and Wellbeing Board) will be made in accordance with legislation relating to the political balance on committees.

13.2 Appointment of substitute members

(a) Allocation

As well as allocating seats on the Policy and Performance Scrutiny Committee and other committees, the Council will allocate seats in the same manner for substitute members, provided that the substitute member is not already a member of the body concerned.

(b) Number

For each body, the Council will appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee or sub-committee. The council may appoint the number of substitutes it wishes during any period during which appointment to committees and sub-committees is not required to comply with the political balance rules. In the case of the Health and Wellbeing Board a specific deputy may be appointed in respect of each member who may attend the meeting subject to the agreement of the Chair

(c) Powers and duties

Substitute members will have all the powers and duties of any ordinary member of the body but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

(d) Substitution

Substitute members may attend meetings as substitutes for ordinary members of a committee provided that:

- (i) the substitute member states (as soon as they attend the meeting) that they are attending as a substitute and the name of the ordinary member for whom they are substituting; and
- (ii) where a substitute has been present in that capacity for any part of a debate on that item, the ordinary member for whom they are substituting shall not be entitled to vote on that item, notwithstanding the fact that they may have arrived at the meeting before the matter is put to the vote.

14. TIME AND PLACE OF MEETINGS

Meetings of the Council will take place in the Council Chamber at the Town Hall, Upper Street, London, N1 2UD unless otherwise specified in the summons. Meetings of the Council will take place at 7.30pm, unless otherwise determined by the Mayor in consultation with the Leader and the Chief Whips.

15. NOTICE OF SUMMONS AND CANCELLATION OF MEETINGS

- 15.1 The Chief Executive will give notice to the public of the time and place of any of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Chief Executive will send a summons that they have signed to every member of the Council by post to or by leaving it at their usual place of residence or such other address as the member shall have notified the Chief Executive in writing as the address to which they wish summonses to be sent or by sending it in electronic form to a particular electronic address agreed by the member. The summons will give 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. Where a meeting has been called by members under paragraph 12.1(d) above, the notice of the meeting shall be signed by those members.
- 15.2 Should the Mayor consider that there is insufficient business to warrant the holding of a Council meeting and provided that they are satisfied that the interests of the Council or public will not be materially prejudiced by doing so, the Mayor may cancel a Council meeting. This provision shall not apply to the Annual Council or any meeting called pursuant to paragraph 12 unless in the case of a meeting convened under paragraph 12.1.c, the Monitoring Officer has consented to such cancellation.

16. CHAIR OF MEETING

References in these rules to the Mayor also include the Deputy Mayor and any person elected to preside at a meeting of the Council in the absence of the Mayor. The person presiding at the meeting may exercise any power or duty of the Mayor.

17. QUORUM

- 17.1 The quorum of a meeting will be 12. A meeting which remains inquorate for 15 minutes after it was due to start shall not take place.
- 17.2 If, once a meeting has started, the Mayor counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the

Mayor. If the Mayor does not fix a date, the remaining business will be considered at the next ordinary meeting.

18. DURATION OF MEETING

18.1 Termination of the meeting

If the business of the meeting has not been concluded by 10.30pm, the member then speaking must immediately sit down. The Mayor shall put the matter then under discussion to the vote in the usual way without any further discussion.

18.2 Motions and recommendations not dealt with

If there are other motions or recommendations on the agenda that have not been dealt with by 10.30pm they shall be deemed formally moved and seconded and then put straight to the vote in the usual way. No speeches shall be allowed on these items.

18.3 Recorded vote

If a recorded vote under Rule 24.4 is called for during this process it will be taken immediately.

18.4 Motions which may be moved

During the process set out in Rules 18.1-18.3 above, the only other motions which may be moved are that a matter be withdrawn or that a matter be delegated or referred to an appropriate body or individual for decision or report.

18.5 Close of the meeting

When all motions and recommendations have been dealt with, the Mayor will declare the meeting closed.

19. PETITIONS, QUESTIONS AND DEPUTATIONS

19.1 Petitions

- (a) Petitions signed in hard copy or through an e-petition created on the council's website by 5 or more people who live, work or study in Islington, may be submitted to the council department responsible for the service the petition concerns or may be presented to the Council by any member of the Council, or any member of the public who has notified the Petitions Officer before 5pm on the day of the meeting that they wish to do so.¹
- (b) Subject to paragraph (f) below, any member of the public presenting a Petition shall be entitled to address the Council on the matter which is the subject of the petition for up to two minutes.

¹ Guidance on submitting petitions is available on the council's website
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- (c) Subject to paragraph (d) and (e) below, once a member of the public has finished speaking, receipt of the petition shall be acknowledged, but there shall be no further debate on the petition which shall stand referred to the Corporate Director of the department responsible for the matter to which the petition relates. The Corporate Director shall determine what action, if any, shall be taken and shall ensure that the person presenting the petition receives a response within a reasonable time, with a copy to the relevant Executive member or Chair of committee.
- (d) Where a Petition has received at least 2000 signatures a debate shall be held on the petition for up to 15 minutes, normally at the following ordinary Council meeting.
- (e) Where a Petition has received between 1000 and 2000 signatures, the member of the public presenting the Petition shall be entitled to meet with the Leader of the Council or the Executive member with the relevant portfolio responsibilities to discuss the issues raised in the petition at a mutually agreed time.
- (f) Petitions falling with paragraphs (d) or (e) shall be considered first. If the Mayor considers, in light of the rest of the agenda, that there is insufficient time for all those presenting other petitions to speak on them, the Mayor may rule that no further speeches be heard and any remaining petitions shall stand referred in accordance with the procedure set out in paragraph (c) above.

19.2 Questions

- (a) Subject to Rule 19.4, councillors and members of the public may at any ordinary meeting of the Council ask the Leader, another member of the Executive or the Chair of any scrutiny committee questions on any matter in relation to which the Council has powers or duties or which affects the borough.
- (b) There is no requirement for members of the public to submit questions in advance of the council meeting, other than to the meeting at which the Council's budget is set.
- (c) Written notice of a question may be delivered to the Proper Officer and if notice of a question is received not later than 2pm on the day which falls 7 clear working days before the date of the meeting, the question will be notified to the councillor which may facilitate a more detailed answer at the council meeting.
- (d) The time set aside for questions shall be 60 minutes. Up to 30 minutes of this time shall be reserved for the public to ask questions. Provided a question has begun to be asked within the 30 minutes the full question may be asked and the answer given. All remaining time for questions shall then be available for members questions submitted under Rule 19.2(c). At the meeting following the Annual meeting and at each alternate meeting for the rest of the municipal year, an additional 20 minutes shall be set aside for questions from the Youth Council..
- (e) No member may ask more than two questions at a council meeting.
- (f) No member of the public may ask more than one question at a council meeting and the asking of the question (or of any supplementary question where permitted under Rule 19.3) shall not take longer than 2 minutes.

- (g) Questions of which notice has been given shall be printed on the agenda in the order of receipt, but where there are more than one on any particular subject, or closely related subjects, the Mayor may rule that they be taken together and a joint reply given.
- (h) The Proper Officer shall have power to edit or amend written questions to make them concise but without affecting the substance, following consultation with the questioner.
- (i) An answer may take the form of:
 - (i) A direct oral answer;
 - (ii) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - (iii) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 5 working days provided the questioner has given contact details.
- (j) Questions shall be asked in the order determined by the Mayor but priority shall normally be given to questions notified in advance.
- (k) Replies to questions shall not exceed 3 minutes (or two minutes in the case of supplementary questions under rule 19.3).
- (l) An answer will not be given orally if the questioner is not present in the Chamber or if the time allowed for questions has elapsed. In such cases, a written reply will be sent to the questioner.
- (m) Questions not answered at a meeting may, at the request of the questioner, be withdrawn and resubmitted to the next or future meeting of the Council, provided that an answer has not already been supplied.

19.3 Supplementary question

Other than at the meeting at which the Council's budget is set, a person asking a question under Rule 19 (c) may ask one supplementary question without notice, of the member who answered the question. The supplementary question must arise directly out of the original question or the reply.

19.4 Scope of questions

The Proper Officer may reject a question if it:

- (a) is not about a matter for which the Council has a responsibility or which affects the area;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question asked within the last six months;

- (d) requests the disclosure of information which is confidential or exempt; or
- (e) names, or clearly identifies, a member of staff or any other individual.

19.5 Deputations

- (a) Deputations wishing to attend Council shall require the approval of the Mayor.
- (b) Requests for deputations should normally be in writing and be received by the Proper Officer at least two clear working days before the meeting.
- (c) Deputations shall only be received where the subject of the deputation is on the agenda of the meeting concerned.
- (d) One representative of the deputation will be entitled to address the meeting and shall speak for no more than three minutes unless the Mayor decides otherwise.

20. MOTIONS WITH NOTICE

20.1 Notice

- (a) Except for motions which can be moved without notice under Rule 22, written notice of every motion, under the name of at least one member, must be delivered to the Proper Officer not later than 2pm on the day which falls seven clear working days before the date of the meeting.
- (b) No member may place more than two motions on the agenda at the same meeting, but this does not apply to urgent motions or motions under (c) below.
- (c) In the case of reports from the Leader, the Executive, the Policy and Performance Scrutiny Committee and other committees or officers, a motion to adopt the recommendations in the report shall be deemed to have been delivered in accordance with 20.1(a).
- (d) No motions may be submitted under 20.1(a) for the Annual Meeting or the meeting at which the council's budget and Council Tax are set.

20.2 Motions of No Confidence in the Leader

- (a) Motions of no confidence in the Leader shall only be considered if at least 75% of council members (36) are present at the time the vote is taken.
- (b) Motions proposing that a vote of no confidence be taken may not be treated as an urgent matter by the Mayor under Rule 10.2(n).
- (c) If the motion of no confidence seeks the removal of the Leader, it shall include a proposal as to the appointment of a new Leader and if such a motion is passed (and agreed by the proposed new Leader), the appointment shall take effect immediately and the new Leader shall hold office until the commencement of the annual meeting of the Council following the next ordinary Council elections after their election.

20.3 Motions set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received.

20.4 Scope

Motions must be about matters for which the Council has a responsibility or which affect the borough. The Proper Officer may reject any motions which are defamatory, frivolous or offensive which name, or clearly identify, a member of staff or any other individual and where this occurs, the Proper Officer shall notify the member(s) proposing the motion of their decision and the reason for it.

21. PREVIOUS DECISIONS AND MOTIONS

21.1 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 16 members, or unless it relates to the budget setting process set out in the budget and policy framework procedure rules.

21.2 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 16 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for a further six months.

22. 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;
- (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 withdraw a motion;
- (g) To proceed to the next business;
- (h) That the question be now put;

- (i) To adjourn a debate;
- (j) To adjourn a meeting;
- (k) To suspend a particular council procedure rule governing the conduct of that council meeting;
- (l) To exclude the public and press in accordance with the Access to Information Rules;
- (m) Not to hear further a member named under Rule 28.2 or to exclude them from the meeting under Rule 28.2;
- (n) To move an urgent motion where the Mayor has given consent under Rule 10.2(n); and
- (o) To give the consent of the Council where its consent is required by this Constitution.

23. RULES OF DEBATE

23.1 Seconding of motions

Where the motion has a seconder, no speeches may be made after the mover has moved a proposal and explained the purpose of it, until that person has seconded the motion. Where there is no seconder, the following paragraphs shall apply as though references to a seconder are deleted. For the avoidance of doubt, all motions proposed under paragraph 22 above, shall require to be seconded.

23.2 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 them before it is discussed.

23.3 Secunder's speech

When seconding a motion or an amendment, a member may reserve their speech until later in the debate, subject to Rule 18 .1 (termination of the meeting) or to any closure motion which may subsequently be moved.

23.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 3 minutes without the consent of the Mayor except that the proposer of any motion who shall have 5 minutes to move that motion (except on a motion to amend where the 3 minute time shall apply).

23.5 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) To speak once on an amendment moved by another member;
- (b) To move a further amendment if the motion has been amended since they last spoke;
- (c) If their first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which they spoke was carried);
- (d) In exercise of a right of reply;
- (e) On a point of order; and
- (f) By way of personal explanation.

23.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and shall be:
 - (i) To refer the matter to an appropriate body or individual for consideration or reconsideration; or
 - (ii) To leave out words, add or insert words as long as the effect of so doing is not to negate the motion.
- (b) Unless the Mayor otherwise agrees, an amendment must be in writing and submitted to the Proper Officer by no later than 12 noon on the day prior to the meeting and shall be made available to all members via email as soon as possible thereafter.
- (c) All amendments to a motion shall be moved prior to discussion on any amendment and all amendments shall then be discussed.
- (d) Amendments shall be voted upon in an order determined by the Mayor.
- (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, if carried, are made.
- (f) After the final amendment, if there are any, has been voted upon, the Mayor shall put the motion, as amended, to the vote.

23.7 Alteration of motion

- (a) A member may alter a motion of which they have 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 they have moved without notice with the consent of both the meeting and the seconder. If the seconder is not present, another member may second the altered motion on their behalf. The meeting's consent will be signified without discussion.

- (c) Only alterations which could be made as an amendment may be made.

23.8 Withdrawal of motion

- (a) A motion may be withdrawn by the person giving notice provided that such notice is in writing and is submitted to the Proper Officer before the agenda is published.
- (b) A member may withdraw a motion which they have moved with the consent of both the meeting and the seconder. If the seconder is not present, another member may consent to the withdrawal on their behalf. 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.

23.9 Right of reply and order of debate

- (a) The mover of a motion has a right to reply at the end of the debate on a motion immediately before it is put to the vote.
- (b) If an amendment is moved the debate shall proceed in the following manner:

The mover of the motion shall speak;

The seconder of the motion shall speak unless they have reserved their speech pursuant to rule 23.3;

The mover of the amendment shall speak;

The seconder of the amendment shall speak unless they have reserved their speech pursuant to rule 23.3;

The last two steps shall be repeated for each amendment;

There shall follow such other number of speakers as the Mayor considers appropriate;

If the seconders of the substantive motion and the amendment reserved their speeches, they shall then speak;

The mover of the amendment(s) shall have a right of reply;

The mover of the substantive motion shall have the final right of reply;

A vote shall be taken on the amendment;

A vote shall be taken on the substantive motion, as amended if appropriate, without further debate.

23.10 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 that motion;
- (b) to amend that motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Rules; and
- (h) not to hear further a member named, or to exclude them from the meeting under Rule 28.2.

23.11 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 considers that the item has been sufficiently discussed, the Mayor will give the mover of the original motion a right of reply and then put the procedural motion to the vote. If the procedural motion is carried, the meeting will proceed to the next item of business without any further debate.
- (c) If a motion that the question be now put is seconded and the Mayor considers that the item has been sufficiently discussed, the Mayor will put the procedural motion to the vote. If the procedural motion is passed, the Mayor will give the mover of the original motion a right of reply before putting their 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, the Mayor will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

23.12 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 Procedure Rules or the law. The member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the matter will be final.

23.13 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.

23.14 Policy framework

Where a plan forming part of the policy framework has been the subject of a debate at Council prior to its being submitted for approval by the Executive, then unless five members shall have notified the Proper Officer prior to the meeting that they wish the plan to be further debated, no debate shall be had on that plan and the recommendations shall be formally moved and seconded and then put straight to the vote.

23.15 External speakers

Should the Mayor consider it conducive to or likely to facilitate the consideration of any item of Council business, the Mayor may invite such speakers to address the meeting of the Council as they consider appropriate.

24. VOTING

24.1 Majority

- (a) Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.
- (b) Votes on a motion of no confidence in any office holder shall only be considered if at least 75% of council members (36) are present at the time the vote is taken .

24.2 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.

24.3 Show of hands

Unless a recorded vote is demanded under Rule 24.4, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

24.4 Recorded vote

If six members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. The procedure for a recorded vote shall be as follows:

- (a) The division bell shall be rung for one minute to summon members;
- (b) The council chamber shall then be closed and no one shall be permitted to enter or leave until the vote has been completed;
- (c) The Mayor shall put the motion and the Chief Executive shall call out the names of members and record their votes or abstentions;
- (d) The Mayor shall declare the result of the vote and the vote of each member shall be recorded in the minutes.

24.5 Right to require individual vote to be recorded

This is a mandatory standing order under the Local Authorities (Standing Orders) Regulations 1993 and cannot therefore be suspended or deleted.

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.

24.6 Recorded voting at the budget decision meeting

This is a mandatory standing order under the Local Authorities (Standing Orders) Regulations 2001 and cannot therefore be suspended or deleted.

- (a) Immediately after any vote is taken at the Council's Budget Setting Meeting on any decision relating to the making of a calculation there will be recorded in the minutes of that meeting the names of those voting for or against the decision or who abstained from voting.
- (b) For the avoidance of doubt; rule 24.6(a) applies to proposed amendments as well as to a substantive motion.
- (c) The voting will be recorded as set out in rule 24.4 (a) – (d).

24.7 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.

25. MINUTES

25.1 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.

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

This is a mandatory standing order under the Local Authorities (Standing Orders) Regulations 1993 and therefore cannot be suspended or deleted.

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is an extraordinary meeting, then the next following meeting (being a meeting called otherwise than under paragraph 3 of schedule 12 of the Local Government Act 1972) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

26. RECORD OF ATTENDANCE

All members present during the whole or part of a meeting must sign their names in the attendance book before the conclusion of every meeting to assist with the record of attendance.

27. 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 29 (Disturbance by Public).

28. MEMBERS' CONDUCT

28.1 Disclosable Pecuniary Interests

Any member who has a Disclosable Pecuniary Interest in any business being considered at a council meeting must leave the room where the meeting is being held whenever it becomes apparent that the business is being or is about to be considered at that meeting, unless the member has obtained a dispensation under the council's dispensation procedure.

28.2 Member not to be heard further

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

28.3 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. If seconded, the motion will be voted on without discussion.

28.4 General disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as they think necessary.

29. DISTURBANCE BY PUBLIC

29.1 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 may order their removal from the meeting room.

29.2 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. If in the Mayor's view, this is not practicable and it is not possible to continue the meeting in light of the disturbance, the Mayor may rule that the meeting adjourn and/or that the meeting should be reconvened in a different venue.

30. DRINKING DURING COUNCIL MEETINGS

No alcohol shall be drunk in the chamber during meetings of the Council.

31. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

31.1 Suspension

The only Council Rules of Procedure which may be suspended are those which govern the conduct of meetings. Rules 24.5 and 25.2 (which govern the conduct of meetings but which are mandatory Standing Orders under legislation) and rule 31.2 may not be suspended. Where suspension is permitted, a rule may be suspended by a motion on notice or without notice if at least 30 members of the Council are present in the meeting. Suspension can only be for the duration of the meeting.

31.2 Amendment

Any motion to add to, vary or revoke any provision of this Constitution may only be made on notice.

32. INTERPRETATION OF RULES

The ruling of the Mayor as to the construction or application of any of these rules shall not further be challenged at any meeting of the Council.

COMMITTEE PROCEDURE RULES

33. INTRODUCTION

The following rules govern the operation of all committees established by the Council (subject, in the case of the Licensing Committee to any procedures adopted by that Committee to comply with guidance issued by the Government) and their sub-committees.

34. INTERPRETATION AND APPLICATION OF COMMITTEE RULES

34.1 Ruling of the Chair

The ruling of the Chair, who shall seek the advice of the Proper Officer or their representative at the meeting, as to the construction or application of these rules shall not be challenged at any meeting of a committee or sub-committee.

34.2 Application to co-opted/non-voting members

Where the Council has appointed co-opted or non-voting members to committees and sub-committees, these rules shall apply to them as if they were members of the Council.

35. POWERS AND DUTIES OF COMMITTEES

35.1 Powers

The Council shall delegate to its committees full power to exercise and perform on behalf of the Council all its powers and duties in relation to the matters specified in the terms of reference of the committee.

35.2 Substitute members on committees

Substitute members may attend meetings as substitutes for ordinary members of a committee provided that:

- (a) the substitute member states (as soon as they attend the meeting) that they are attending as a substitute and the name of the ordinary member for whom they are substituting; and
- (b) where a substitute has been present in that capacity for any part of a debate on that item, the ordinary member for whom they are substituting shall not be entitled to vote on that item, notwithstanding the fact that they may have arrived at the meeting before the matter is put to the vote.

36. APPOINTMENT OF SUB-COMMITTEES AND CHAIRS

36.1 Appointment at the first meeting

At the first meeting of committees after the Annual Meeting of the Council, they shall appoint their sub-committees for the remainder of the municipal year. The committees may appoint such sub-committees as they deem necessary during the municipal year.

36.2 Substitute members

- (a) A committee may appoint one or more substitute members to attend, speak and vote in the absence of each member of a sub-committee provided that the substitute member is not himself/herself already a member of the sub-committee.
- (b) That substitute member shall state (as soon as they attend the meeting) that they are attending as a substitute and the name of the ordinary member for whom they are substituting.
- (c) Where a substitute has been present in that capacity for any part of a debate on that item, the ordinary member for whom they are substituting shall not be entitled to vote on that item, notwithstanding the fact that they may have arrived at the meeting before the matter is put to the vote.

37. CHAIRS AND VICE-CHAIRS OF COMMITTEES AND SUB-COMMITTEES

37.1 Chairs and Vice-Chairs of Committees

At their first meeting following the Annual Meeting of the Council, committees shall appoint their Chairs and Vice-Chairs for the municipal year unless already appointed by the Council. The Vice-Chair of a committee shall have all the powers and functions of the Chair when acting as Chair. This shall apply also to Vice-Chairs of sub-committees.

37.2 Chairs and Vice-Chairs of Sub-Committees

The Chairs and Vice-Chairs of sub-committees shall be appointed by the committee which establishes them at the same meeting at which the sub-committee itself is established and be appointed for the municipal year or until successors are appointed.

37.3 Resignation of Chair or Vice-Chair

A Chair or Vice-Chair may resign by notice in writing to the Chief Executive, who shall report the resignation to the next meeting of the body concerned to enable a replacement to be appointed.

38. NOTICE OF MEETINGS

38.1 Despatch of notice

Five clear working days at least before a meeting of any committee or sub-committee, notice of the time and place of such meeting shall be left at or sent by post to the last known place of residence of every member of the committee/sub-committee or be sent in electronic form to a particular electronic address agreed by the member. Failure to receive any such notice shall not affect the validity of a meeting.

38.2 Notice where a motion has been referred to a committee or sub-committee

A member of the Council who has moved a motion which has been referred to any committee or sub-committee shall have notice of the meeting of the committee or sub-committee at which it is proposed to consider the motion.

38.3 Business specified in the agenda

No business shall be transacted at any meeting of a committee or sub-committee other than that specified in the agenda, except, in accordance with current legislation, matters of urgency brought forward by leave of the Chair.

38.4 No meetings when the Council is sitting

No committee or sub-committee shall meet during the sitting of the Council, except by special authority of the Council. The Mayor, in consultation with the Chief Whip, shall be authorised to determine any requests for such a meeting.

39. DATES, TIME AND PLACE OF MEETINGS

39.1 Dates and time of meetings

Ordinary meetings of committees and sub-committees will take place in accordance with a programme decided by the Chief Executive following consultation with the Whips. Meetings shall take place at 7.30pm or at such other time agreed by the Chief Executive in consultation with the Chair of the relevant committee and in consultation with the Whips.

39.2 Place of meetings

The ordinary place of meeting for committees and sub-committees shall be Islington Town Hall, Upper Street, London, N1 2UD but the Chair, in consultation with members of the committee or sub-committee in question, may arrange for meetings to take place elsewhere.

40. CANCELLATION OF MEETINGS

The Chair of a committee or sub-committee may cancel a meeting of the relevant committee or sub-committee unless the meeting has already been formally called.

41. UNSCHEDULED MEETINGS OF COMMITTEES

41.1 Calling of unscheduled meetings

The Chair of a committee or sub-committee may direct the Chief Executive to call a meeting of the committee or sub-committee at any time. An unscheduled meeting shall also be called on the requisition of three members of the committee, delivered in writing to the Chief Executive.

41.2 Business to be conducted at an unscheduled meeting

The summons to the unscheduled meeting shall set out the business to be considered at that meeting.

42. ORDER OF BUSINESS AT COMMITTEE AND SUB-COMMITTEE MEETINGS

42.1 Order of Business

The order of business at every meeting of a committee and sub-committee shall be:

- (a) To choose a person to preside if the Chair and Vice-Chair(s) are absent;
- (b) For the Chair, Vice Chair or person presiding as Chair to approve and sign the minutes of the previous meeting.
- (c) To receive reports of the officers;
- (d) Any other business specified in the summons.

42.2 Variation of Order

The order of business under (b)-(d) may be varied by the Chair.

43. CONFIDENTIAL OR EXEMPT MATTERS

Proceedings of committees and sub-committees are subject to the Access to Information Rules.

44. COMMITTEE/SUB-COMMITTEE MINUTES

44.1 Minutes to be kept

Minutes shall be kept of the proceedings of each meeting of a committee, special committee or sub-committee.

44.2 Submission of minutes for approval

Minutes shall be submitted for approval at the next ordinary meeting of the committee/sub-committee. The only part of the minutes that can be discussed is their accuracy.

45. QUORUM OF COMMITTEES AND SUB-COMMITTEES

45.1 Committees

Business shall not be transacted at a meeting of any committee unless a quorum is present. The quorum for a committee meeting shall be three voting members of the committee unless otherwise expressly provided in Part 5. A meeting which remains inquorate for 15 minutes after it was due to start shall not take place.

45.2 Sub-Committees

Business shall not be transacted at a sub-committee unless a quorum is present. The quorum for a sub-committee meeting shall be two voting members of the sub-committee unless otherwise specifically provided in this Constitution.

46. ATTENDANCE AT COMMITTEES AND SUB-COMMITTEES

46.1 Right of members of the Council to attend meetings

Subject to the provisions of 46.2 below, members of the Council may attend the meetings of any committee or sub-committee; no member who is not a member of the committee or sub-committee may vote and they may only take part in the proceedings if invited to do so by the Chair and with the agreement of the committee or sub-committee.

46.2 Legal right to attend meetings

Rule 46.1 above shall not prejudice the legal rights of a member when attendance at any such meeting is necessary, in order that the member may have access to information reasonably necessary to enable the performance of the member's duties.

47. VOTING

47.1 By show of hands

Voting at meetings of committees and sub-committees shall be by a show of hands.

47.2 Casting vote of the Chair

The Chair of a meeting who is a voting member shall have a second or casting vote which may be exercised if there is an equality of votes. The Chair may exercise their casting vote even if they abstained or did not take part in the first vote.

47.3 Named Votes

Any two members of the committee or sub-committee present and voting may require the names of members voting and the vote given, to be entered in the minutes. A member shall not be entitled to vote if entering the meeting room whilst the names are being called.

47.4 Recording of abstention/dissent

Where immediately after a vote is taken at a meeting, if any member so requires, there shall be recorded in the minutes of the proceedings of the meeting, whether the person cast their vote for or against the question, or whether they abstained from voting or requested their dissent be recorded.

47.5 Voting where more than two persons nominated

Where there are more than two persons nominated for any position to be filled by a committee or sub-committee and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

47.6 Casting vote where the Chair is a non-voting member

If the Chair is a non-voting member and there is an equality of votes, they may vacate the Chair in favour of the Vice-Chair or, in the absence of the Vice-Chair, may call for

nominations to take the Chair in the place of the Chair. In the event of the Vice-Chair taking the Chair or of an election being made to the Chair, the motion shall immediately be put to the vote without further debate and thereafter the Chair shall resume Chairing the meeting.

48. RULES OF DEBATE IN COMMITTEE AND SUB-COMMITTEE MEETINGS

48.1 Motions

The procedure governing motions contained in the Council Procedure Rules shall also apply to committees insofar as procedural motions of the kind referred to in paragraph 22(a)-(o) of those procedural rules are concerned. For the avoidance of doubt, there is no provision for motions to be submitted on notice in advance of the meeting.

48.2 Point of order/personal explanation

A member may raise a point of order or personal explanation and is entitled to be heard.

A point of order must relate to a breach of these rules or statutory provision and the member shall specify the rule or statutory provision in question and the way in which it is considered it has been breached.

A personal explanation shall be confined to a material part of the member's speech earlier in a debate which may appear to have been misunderstood.

48.3 Ruling of Chair

The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

49. PROCEEDINGS OF COMMITTEES AND SUB-COMMITTEES

49.1 Admission of press and public

The press and public shall be admitted to all meetings of committees and sub-committees, subject to the Access to Information Rules.

49.2 Documents to be treated as confidential

Subject to the Access to Information Rules all agenda, reports and other documents and all proceedings of committees and sub-committees shall be treated as confidential unless and until they have been made public in the ordinary course of the Council's business or shall have been communicated to the press by the Council or the committee or sub-committee.

50. DEPUTATIONS TO COMMITTEES AND SUB-COMMITTEES

50.1 Deputations wishing to attend committees or sub-committees shall require the approval of the Chair.

- 50.2 Requests for deputations should normally be in writing and received by the Proper Officer at least two clear days before the meeting.
- 50.3 Deputations shall only be received where the subject of the deputation is on the agenda of the meeting concerned.
- 50.4 One representative of the deputation will be entitled to address the meeting and shall speak for no more than three minutes unless the committee or sub-committee decides otherwise.

51. COMPLETION OF BUSINESS AT COMMITTEES AND SUB-COMMITTEES

51.1 Termination of the meeting

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.

51.2 Business not dealt with

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, save planning and licensing matters where, at the Chair's discretion, the matters remaining to be determined may be voted on at the time, continue or be adjourned/deferred to a future meeting.

51.3 Recorded vote

If a recorded vote is called for during this process, it will be taken immediately.

52. CONFLICTS OF INTEREST

Any member who has a Disclosable Pecuniary Interest in any business being considered at a Committee meeting must leave the room where the meeting is being held whenever it becomes apparent that the business is being or is about to be considered at that meeting, unless the member has obtained a dispensation under the council's dispensation procedure.

53. DISTURBANCE AT MEETINGS

53.1 Members of committees and sub-committees

- (a) If at any meeting any member, in the opinion of the Chair, notified to the committee or sub-committee, commits an act of misconduct by persistently disregarding a ruling or behaving improperly or offensively or wilfully obstructing the business of the committee or sub-committee, the Chair or any other member may move that the member(s) named be not further heard. If seconded, this motion shall be put and determined without discussion.
- (b) If a member so named continues the act of misconduct after a motion under the foregoing paragraph has been carried, the Chair shall either:

- (i) move "that the member(s) named do leave the meeting", in which case that motion shall be put and determined without seconding or discussion; or
- (ii) adjourn the meeting for such period as the Chair may deem expedient.

53.2 Public

- (a) The Chair shall warn any member of the public who interrupts the proceedings that they may be excluded from the meeting if the interruption continues.
- (b) If that person continues the interruption, the Chair shall order the removal of that person from the meeting.

53.3 General disturbance

In the event of a general disturbance, the Chair may adjourn the meeting for such period or to such other venue as deemed expedient.

53.4 Filming, photography

Procedure Rules 81 and 88.2 contain provision concerning filming and photography at committee meetings.

54. SUSPENSION OF RULES

54.1 The following rules may be suspended by a committee or sub-committee and a motion to suspend shall require the support of at least half of the members of the committee or sub-committee present.

- 36 Appointment of sub-committees and Chairs
- 37 Chairs and Vice-Chairs of committees
- 37.2 Chairs and Vice-Chairs of sub-committees
- 39 Dates, time and place of meetings
- 42 Order of business at committee and sub-committee meetings
- 44.2 Submission of minutes for approval
- 47.5 Voting where more than two persons nominated
- 48.1 Rules of Debate - motions
- 48.3 Rules of Debate - ruling of Chair
- 50.1 Deputations - Chair to approve deputation
- 50.2 Deputations - request in writing two days before the meeting
- 50.4 Deputations - one speaker not more than three minutes

54.2 The suspension shall only apply for the duration of the meeting.

EXECUTIVE PROCEDURE RULES

55. DISCHARGE OF EXECUTIVE FUNCTIONS

55.1 Appointment of the Leader and the Executive

- (a) The Leader of the Executive shall be appointed at the Annual Meeting following the ordinary election of councillors for a term of 4 years to expire at the commencement of the Annual Meeting following the next ordinary election of councillors.

During the Leader's term of office, they may only be removed from office by:

- (i) their resignation;
 - (ii) their suspension as a councillor (although they may resume office at the end of the period of suspension);
 - (iii) a resolution of the Council in accordance with procedure rule 20.2;
 - (iv) if they cease to be a councillor.
- (b) The Leader shall appoint a Deputy Leader who shall hold office until the end of the term of office of the Leader unless they are removed by the Leader, resign as Deputy Leader or cease to be a councillor.
- (c) All other Executive members shall be appointed by the Leader, who shall determine the number of additional members of the Executive (not to exceed 9), and shall hold office until the annual meeting following their appointment subject to that term not extending beyond their retirement, unless removed from the Executive by the Leader.
- (d) If the Leader appoints or removes a member of the Executive the Leader shall soon as practicable either:
- (i) report the appointment or removal to the Council or:
 - (ii) notify the Proper Officer of the appointment

And no appointment shall be effective until either (i) or (ii) has been complied with. The Proper Officer shall as soon as practicable report any appointment notified to them to the Council.

55.2 Delegation by the Leader and Executive portfolios

At the annual meeting of the Council, the Leader (once elected, if in a year of ordinary elections) will present to the Council their delegations for the Council to incorporate into its scheme of delegations set out in Part 3 to this Constitution. The Leader will report the name of the councillor to be appointed as Deputy Leader and the names of the other councillors to be appointed to the Executive; and in so far as any of the following matters are changed from the arrangements currently in place details of those changes:

- (a) The nature of the portfolios to be held by Executive members and their job description, the detail to be set out in appendix 1 to this Constitution. The extent and nature of the portfolios may be amended during the year;
- (b) The extent of any authority to be retained by the Leader or delegated to Executive members individually, if any, including details of the limitation on their authority. The Leader may delegate such further matters to individual Executive members, or withdraw delegations, during the year as they think fit;
- (c) The terms of reference of such Executive committees as the Leader is appointing and the names of Executive members appointed to them;
- (d) The nature and extent of any delegation of Executive functions to any other authority or any joint arrangements and the names of those Executive members appointed to any joint committee for the coming year;
- e) If the Leader makes any changes to these arrangements they shall as soon as practicable either:
 - (i) report the change to the Council or:
 - (ii) notify the Proper Officer of the change

And no change shall be effective until either (i) or (ii) has been complied with. The Proper Officer shall as soon as practicable report any change notified to them to the Council.

55.3 Inclusion on the agenda for the Annual Meeting

This information must be sent to the Proper Officer in sufficient time for it to be included on the agenda for the Annual meeting.

55.4 Delegation of Executive functions

- (a) Executive functions may be delegated to: a committee or sub-committee of the Executive, an individual member of the Executive, Joint Bodies (in so far as this is permitted by law) or to the Chief Executive or a Corporate Director.
- (b) Where Executive functions have been delegated, that does not prevent the discharge of delegated functions by the person or body who delegated them; or the Leader or Executive from reviewing decisions made in the discharge of those functions in accordance with the provisions of Part 3 of this Constitution.
- (c) All Executive functions not expressly reserved to the Leader, the Executive, a committee of the Executive or a single member of the Executive are delegated to officers, subject to the restrictions on officer powers set out in Part 3 of the Constitution.
- (d) The Leader may appoint such further committees during the year as they think fit. If the Leader appoints a committee of the Executive they shall either:

- (a) report the appointment to the Council or:
- (b) notify the Proper Officer of the appointment

And no appointment shall be effective until either (a) or (b) has been complied with. The Proper Officer shall as soon as practicable report any appointment notified to them to the Council.

55.5 The Council's scheme of delegation and Executive functions

- (a) If the Executive, a committee of the Executive or a single member of the Executive other than the Leader is able to decide whether to delegate Executive functions, that body or person may amend the scheme of delegation relating to Executive functions at any time during the year. To do so, the relevant person or body must give written notice to the Leader, to the Proper Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any other person, body or committee. The Leader will present a report to the next ordinary meeting of the Council setting out the changes made.
- (b) Where (when it has power to do so) the Executive withdraws delegation from a committee of the Executive, notice will be deemed to be served on that committee when it has been served it on its Chair and the Proper Officer.

55.6 Conflicts of interest

- (a) Where the Leader has a Disclosable Pecuniary Interest as defined in the Council's Members Code of Conduct in any matter, this should be dealt with in accordance with that Code.
- (b) If the exercise of an Executive function has been delegated to an individual member or an officer and should that person have a disclosable Pecuniary Interest or Personal interest as defined in the Council's Members' Code of Conduct, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Council's Members Code of Conduct in Part 6 of this Constitution.
- (c) If every member of the Executive has a prejudicial interest as defined in the Council's Code of Conduct for Members, a decision in relation to that matter will be taken by the Chief Executive.
- (d) Any member who has a Disclosable Pecuniary Interest in any business being considered at an Executive meeting must leave the room where the meeting is being held whenever it becomes apparent that the business is being or is about to be considered at that meeting, unless the member has obtained a dispensation under the council's dispensation procedure.

55.7 Decisions by Individual Executive Members

Decisions by any individual member of the Executive, including the Leader, in respect of matters reserved to them in the Constitution, shall not come into effect until formally recorded in writing and signed by the relevant decision taker and the Chief Executive or the Monitoring Officer, or their authorised representative and shall be subject to the call in procedure.

56. EXECUTIVE MEETINGS

56.1 Dates, time and place

- (a) Ordinary meetings of the Executive or a committee of the Executive will take place in accordance with a programme decided by the Chief Executive following consultation with the Whips. In order to enable the Executive properly to discharge its functions, particularly in relation to service performance and financial monitoring, the Executive shall meet not less than ten times a year. Meetings shall commence at 7pm or such other time as agreed by the Leader.
- (b) Subject to compliance with paragraph (a) above, the ordinary place of meeting for the Executive or a Committee of the Executive shall be Islington Town Hall, Upper Street, London N1 2UD but it may meet elsewhere when the Leader so determines.
- (c) Where the Chief Executive, the Chief Finance Officer or the Monitoring Officer is of the opinion that a meeting of the Executive needs to be called to consider a matter that requires a decision for reasons related to finance, legality or probity, they may call a meeting of the Executive.
- (d) The Leader may cancel any meeting of the Executive or a committee of the Executive, other than one convened under paragraph (c) above, unless it has already been formally called.
- (e) The Leader may direct the Chief Executive to call a meeting of the Executive or a committee of the Executive at any time. The summons to that meeting shall set out the business to be considered.

56.2 Quorum

The quorum for a meeting of the Executive shall be four. If the Executive appoints an Executive committee, it shall at the same time determine the quorum of that committee which shall be included in the terms of reference of the Committee in Part 5 of the Constitution.

56.3 Procedure

- (a) Executive decisions will be taken at a meeting convened in accordance with the Access to Information Rules in Part 4 of the Constitution.
- (b) Where Executive decisions are delegated to a committee of the Executive or a Joint Committee (unless the Leader otherwise agrees), the rules applying to Executive

decisions taken by them shall be the same as those applying to those taken by the Executive as a whole unless the Leader otherwise agrees.

- (c) If the Leader is present they will preside. In their absence, then the Deputy Leader (or other person appointed) shall preside.
- (d) Voting at meetings of the Executive or any committees of the Executive will be by show of hands and the Chair of the meeting shall have a casting vote which may be exercised if there are an equal number of votes for and against a recommendation. A member of the Executive may require their vote to be recorded in the minutes of the meeting.

56.4 Executive agenda

- (a) The Leader may put on the agenda of any Executive meeting any matter which they wish to have discussed, whether or not authority has been delegated to the Executive, a committee of it or any member or officer in respect of that matter.
- (b) Any member of the Executive may require the Proper Officer to place an item on the agenda of the next available meeting of the Executive for consideration.
- (c) The Proper Officer will ensure that an item is placed on the agenda of the next available meeting of the Executive where the Policy and Performance Scrutiny Committee or the full Council have resolved that an item be re-considered by the Executive in accordance with the provisions contained in the call-in procedure/Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of this Constitution.
- (d) If, in any case where the matter has not been subject to the call-in procedure, the Council resolves that a matter should be considered by the Executive, then that matter shall be placed on the Executive agenda within a reasonable period of the Council meeting at which the resolution was passed.
- (e) The Monitoring Officer and/or the Chief Finance Officer and/or the Chief Executive may include an item for consideration on the agenda of an Executive meeting and may require the Proper Officer to call such a meeting in pursuance of their statutory duties. In other circumstances, where any two of the Chief Executive, Chief Finance Officer and Monitoring Officer are of the opinion that a meeting of the Executive needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of an Executive meeting. If there is no meeting of the Executive soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.
- (f) Inclusion of items on the Executive agenda under this rule is subject to compliance with the Access to Information Rules.

56.5 Order of business

At each meeting of the Executive the following business will be conducted:

- (a) Consideration of the minutes of the last meeting;
- (b) Declarations of interest, if any;
- (c) Deputations and/or public questions, if any;
- (d) Matters referred to the Executive (whether by the Policy and Performance Scrutiny Committee or by the Council) for reconsideration by the Executive in accordance with the provisions contained in the Call in Procedure/Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of this Constitution;
- (e) Issues arising from the Policy and Performance Scrutiny Committee and the other Scrutiny Committees;
- (f) Consideration of business set out in the agenda for the meeting;
- (g) Consideration of policy, budget and other issues prior to making decisions on them;
- (h) The order of business may be varied by the Chair.

56.6 Deputations/public questions

- (a) Deputations may attend Executive meetings, provided that the matter on which the deputation wants to address the Executive is on the agenda for that meeting.
- (b) Requests for deputations should normally be in writing and received by the Proper Officer at least two clear days before the meeting.
- (c) The Chair will decide whether to receive the deputation.
- (d) One representative of the deputation will be entitled to address the meeting and shall speak for no longer than 3 minutes unless the Executive decides otherwise.
- (e) Members of the public shall, with the leave of the Chair of the meeting, be entitled to ask questions on any matter which is on the agenda for that meeting.

56.7 Councillors' speaking rights

When the Executive meetings are held in public, any member of the Council may attend. A member of the Council who is not an Executive member shall, with the leave of the Chair of the meeting, be entitled to speak on any item on the agenda.

56.8 Completion of business

(a) Termination of the meeting

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.

(b) Business not dealt with

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.

(c) Recorded vote

If a recorded vote is called for during this process, it will be taken immediately.

56.9 Disturbance at meetings

(a) Council members

(i) If at any meeting any member, in the opinion of the Chair, notified to the Executive, commits an act of misconduct by persistently disregarding a ruling or behaving improperly or offensively or wilfully obstructing the business of the Executive, the Chair or any other member may move that the member(s) named be not further heard. This will apply also to any member of the Council not being a member of the Executive.

(ii) If a member so named continues the act of misconduct after a motion under the foregoing paragraph has been carried, the Chair shall either:

(a) move 'that the member(s) named do leave the meeting', in which case that motion shall be put and determined without seconding or discussion; or

(b) adjourn the meeting for such period as the Chair may deem expedient.

(b) Public

(i) The Chair shall warn any member of the public who interrupts the proceedings that they may be excluded from the meeting if the interruption continues.

(ii) If that person continues the interruption, the Chair shall order the removal of that person from the meeting.

(c) **General disturbance**

In the event of a general disturbance, the Chair may adjourn the meeting for such period or seek another venue as deemed expedient.

(d) **Filming, photography**

Procedure rules 81 and 88.2 apply to meetings of the Executive².

57. TAKING OF DECISIONS BY INDIVIDUAL MEMBERS OF THE EXECUTIVE

57.1 It is not currently envisaged that individual members of the Executive will take decisions as these will be taken by the Executive as a whole. The only exceptions to this are:

- (a) in relation to those social services functions exercised jointly with the Islington PCT pursuant to Section 75 of the Health Services Act 2006. The Executive member with portfolio responsibility for Health and Social Care for Adults shall be entitled to take decisions on an individual basis;
- (b) The Leader shall be entitled to take those decisions specifically reserved to them in the Constitution or which they have notified to the Proper Officer in accordance with procedural rule 55.2(e).

57.2 Where these decisions are key decisions, the relevant provisions of the Access to Information Procedures, Rules and Scrutiny Rules shall apply. The fact that the Executive member is entitled to take decisions in these circumstances shall not prevent the whole Executive from choosing to take the decision itself.

58. IMPLEMENTING EXECUTIVE DECISIONS

In order to allow for call-in, no executive key decision (whether made by the Executive, a committee of the Executive or an officer) can be implemented until three working days after the decision has been published, unless it is urgent under Rule 67 of the Scrutiny Procedure Rules.

SCRUTINY PROCEDURE RULES

59. MEETINGS OF THE POLICY AND PERFORMANCE SCRUTINY COMMITTEE AND OTHER SCRUTINY COMMITTEES

- 59.1 In addition to ordinary meetings of the Policy and Performance Scrutiny Committee, additional meetings may be called from time to time as and when appropriate. A Policy and Performance Scrutiny Committee meeting may be called by the Chair of the Policy and Performance Scrutiny Committee, by any five members of the Committee or by the Proper Officer if they consider it necessary or appropriate.
- 59.2 Other Scrutiny Committees shall hold such meetings as they see fit for the purpose of completing their task within the time limit set. Meetings of these Scrutiny Committees may be called by the Chair of the committee, by any two members of the Scrutiny Committee or by the Proper Officer if they consider it necessary or appropriate.
- 59.3 The ordinary place of meeting for the Policy and Performance Scrutiny Committee and the other Scrutiny Committees shall be Islington Town Hall, Upper Street, London, N1 2UD but arrangements may be made for them to meet elsewhere when the Chair so determines in consultation with the Whips.

60. CHAIR OF THE POLICY AND PERFORMANCE SCRUTINY COMMITTEE AND OTHER SCRUTINY COMMITTEES

- 60.1 The Chair of the Policy and Performance Scrutiny Committee will be appointed by the Council.
- 60.2 The Chair of the Policy and Performance Scrutiny Committee shall cease to hold office if a vote of no confidence, of which notice appears on the agenda, is carried at a meeting of full Council by a majority of the members of the whole Council.
- 60.3 The Council may appoint such a person as it considers appropriate as Chair.

61. COMMITTEE MEMBER RIGHT TO REFER

- 61.1 Any member of a scrutiny committee shall be entitled to give written notice at least 10 clear days before a meeting of the committee to the Proper Officer, that they wish an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee. On receipt of such a request, if the Proper Officer concludes that the matter is so relevant, they shall ensure that it is included on the next available agenda.
- 61.2 The Policy and Performance Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, from the Executive, to review particular areas of Council activity. Where they do so, the Policy and Performance Scrutiny Committee shall report their findings and any recommendations back to the Executive and/or Council.

62. POLICY REVIEW AND DEVELOPMENT

- 62.1 The role of the Policy and Performance Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- 62.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Policy and Performance Scrutiny Committee and the other Scrutiny Committees may make proposals to the Executive and/or the Council for developments in so far as they relate to matters within their terms of reference.

63. REPORTS FROM THE POLICY AND PERFORMANCE SCRUTINY COMMITTEE

- 63.1 The Policy and Performance Scrutiny Committee may develop a protocol for the production of reports.
- 63.2 Reports from the Policy and Performance Scrutiny Committee and other Scrutiny Committees will be submitted within a reasonable time of their completion to the Proper Officer for consideration by the Executive.
- 63.3 The Executive shall produce a written response to the matters raised by the Policy and Performance Scrutiny Committee within a reasonable time of considering a report and the Proper Officer shall arrange for the Executive response together with a copy of the original Overview report, to be placed on the agenda of the next appropriate Executive meeting.
- 63.4 This rule shall not apply to matters referred to the Executive in accordance with the call-in procedure set out in Rules 66 or 67 of the Budget and Policy Framework Rules.

64. RIGHTS AND POWERS OF SCRUTINY AND REVIEW COMMITTEE MEMBERS

64.1 Rights to documents

- (a) In addition to their rights as councillors, members of the Policy and Performance Scrutiny Committee and Review Committees have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Executive and the Policy and Performance Scrutiny Committee and other Scrutiny Committees, as appropriate, depending on the particular matter under consideration.

64.2 Power to require members and officers to give account

- (a) The Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any council functions that fall within their terms of reference. As well as reviewing documentation, carrying out site visits, and conducting research, in fulfilling the scrutiny role it may require any member of the Executive, the Chief Executive and any first or second tier officer to attend before it, to explain in relation to matters within their remit:
- (i) any particular decision or series of decisions;
 - (ii) the extent to which the actions taken implement Council policy; and/or
 - (iii) their performance;

and it is the duty of those persons to attend if so required. At the discretion of their chief officer, council officers below second tier may attend, usually accompanied by a senior manager.

- (b) Where any member or officer is required to attend a Scrutiny Committee under this provision, the Chair of that body will inform the member or Proper Officer. The Proper Officer shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Scrutiny Committee. Where the account to be given to the Scrutiny Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the Scrutiny Committee shall in consultation with the member or officer arrange an alternative date for attendance, to take place within a maximum of 10 days from the date of the original request, unless it is possible to arrange for the attendance of an acceptable alternative.
- (d) The Policy and Performance Scrutiny Committee (or the Children's Services Scrutiny Committee in the case of education matters) may decide that, for all meetings at which it considers matters which have been called in, the Executive member with portfolio responsibility for that matter, shall whenever reasonably practicable attend and in those circumstances, the requirement to give notice in accordance with paragraph 64.2(b) shall not apply.

65. ATTENDANCE BY OTHERS

- 65.1 A Scrutiny Committee may invite people other than those people referred to in paragraph 64.2 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear The from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend. Attendance is at their discretion, subject to 65.2 and 65.3 below.
- 65.2 An officer of a local NHS body may, on reasonable notice, be required to attend to answer in accordance with legislation.
- 65.3 Where the Policy and Performance Scrutiny Committee is considering a crime and disorder matter, it may require the attendance of an officer or employee of a crime and disorder partner organisation, to answer questions or to provide information in accordance with legislation.

66. CALL-IN PROCEDURE

- 66.1 When a decision is made by the Executive, an individual member of the Executive or a committee of the Executive, or a key decision is made by an officer with delegated authority from the Executive, or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the Town Hall normally within two working days of being made.
- 66.2 The notice will be dated and will specify that the decision will come into force and may then be implemented, on the expiry of three working days after the publication of the decision, unless the Proper Officer receives a valid notice of call-in within that time. Copies of the notice will be sent to all members.
- 66.3 Valid notice of call-in is one which:
- (a) is submitted by any five members of the Council (who, where the matter in question relates to the Council's education functions, may include co-opted members appointed in accordance with the terms of reference set out in Part 5 of these rules);
 - (b) gives reasons in writing for the call-in, together with a positive or additional course of action and states whether or not those members believe that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget; and
 - (c) is submitted to the Proper Officer within three working days of the date of the publication of the decision.
- 66.4 If no request is received, the decision is effective immediately after three working days have expired since the date upon which it was published.

- 66.5 On receipt of a valid notice of call-in, the Proper Officer will:
- (a) notify the decision taker, the Chief Executive and the relevant chief officer;
 - (b) if the request for the call-in states that the reason for it is that the decision is outside the budget or policy framework, refer it to the Monitoring Officer who shall decide whether this is the case; and
 - (c) refer the matter to the next scheduled meeting of the Policy and Performance Scrutiny Committee or the Children's Services Scrutiny Committee if the Decision is in respect of the council's education functions.
- 66.6 Following consideration of a matter, the Policy and Performance Scrutiny Committee (or Children's Services Scrutiny Committee) may either:
- (a) Refer the matter back to the decision taker for reconsideration with reasons for its request; or
 - (b) Conclude that it does not object to the decision in question in which case the decision shall take effect on the date of the Policy and Performance Scrutiny Committee meeting (or Children Services Scrutiny Committee); or
 - (c) If, following advice from the Monitoring Officer/Chief Finance Officer/Chief Executive that the decision, if implemented would be contrary to the policy framework or contrary to, or not wholly in accordance, with the budget, it shall refer the decision to the decision maker and ask the decision maker to reconsider the matter on the grounds that the original decision is contrary to the policy framework or contrary to, or not wholly in accordance with, the budget.
- 66.7 Where the matter is referred back to the decision taker in accordance with 66.6(c) above, the following process shall apply:
- (a) The decision maker shall reconsider the decision and shall either amend the original decision so that it is in accordance with the budget or policy framework as advised by the Monitoring Officer/Chief Finance Officer/Chief Executive or confirm that it does not intend to do so in which case the decision will be referred to Council for debate and decision;
 - (b) If the decision maker amends the decision, that decision shall take effect immediately and no further call-in is permitted;
 - (c) If the decision maker does not amend the decision, the Council must meet within 10 working days of the publication of confirmation of this fact. The decision maker must prepare a report to Council setting out the reasons why it wishes to take the decision notwithstanding the fact that, if implemented, it would be outside the budget or policy framework;
 - (d) At its meeting, Council may only proceed as provided for in paragraph 75.3;
 - (e) If a matter is referred back to the decision taker by Policy and Performance Scrutiny Committee, in circumstances where the Policy and Performance

Scrutiny Committee did not consider the decision to be contrary to the policy framework or contrary to or not wholly in accordance with the budget, the decision taker may either amend its decision or choose not to do so. Its decision in this respect shall be final and no further call-in shall be allowed in respect of that matter.

67. CALL-IN AND URGENCY

- 67.1 The call-in procedure set out above shall not apply where the decision being taken by the Executive, member of the Executive, Committee of the Executive or a Corporate Director/officer is urgent (or its implementation becomes urgent) or where the decision is a recommendation to Council in respect of a plan or strategy falling within the policy framework in Article 4.01 or in respect of the setting of the annual civic budget. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or public interest and it is not practicable for a quorate meeting of the Policy and Performance Scrutiny Committee to be convened and for any necessary reconsideration by the decision-taker to take place in compliance with the Access to Information rules.
- 67.2 The procedure to be followed where urgent decisions of the Executive, members of the Executive or officers are required shall be:
- (a) The Chief Executive shall determine that the matter is urgent on the basis of the definition in 67.1 above and that any decision on that matter cannot be called-in.
 - (b) The Chief Executive shall at the same time obtain the consent of the Chair of the Policy and Performance Scrutiny Committee to the matter being treated as urgent and call-in not applying.
 - (c) In the absence of the Chair of the Policy and Performance Scrutiny Committee, the consent of the Vice-Chair of the Policy and Performance Scrutiny Committee shall be required.
 - (d) Notice of the decision shall be published and shall include reasons why it is not practicable for a meeting of the Policy and Performance Scrutiny Committee to be convened and for any necessary reconsideration by the decision-taker to take place within the Access to Information rules.
 - (e) Any subsequent written report to the Executive, a member of the Executive or an officer, shall clearly state that the matter has been agreed as urgent and that call-in will not apply. Where it is necessary for the report to the Executive, member of the Executive or officer to be oral, the Executive shall be so informed at the commencement of any discussion on the item.
 - (f) Where (a) – (e) take place before the key decision has been taken, the fact that a matter had been determined as urgent and that call-in did not apply, shall be recorded in the minutes of the Executive meeting (or the record of the decision of the officer or member of the Executive).
 - (g) Where (a) – (e) take place after the key decision has been taken, the fact that a matter had been determined as urgent and that call-in did not apply,

shall be notified to all members of the Policy and Performance Scrutiny Committee.

68. MONITORING ARRANGEMENTS

The Proper Officer shall submit quarterly returns to Council detailing all those occasions on which either the call-in provisions were waived or a key decision was taken which had not appeared in the Forward Plan or five clear working days notice had not been given.

69. COUNCILLOR RIGHT TO REFER PROCEDURE

- 69.1 When a request to refer an issue to one of the scrutiny committees is received the following procedure shall apply:
- 69.2 The Monitoring Officer will consider if the issue is appropriate to be referred to one of the scrutiny committees and determine which committee should consider the referral, if there is any doubt.
- 69.3 If the Monitoring Officer accepts the referral, they will arrange for the item to be added to the next meeting of the appropriate scrutiny committee.
- 69.4 The referring Councillor and other Councillors representing the same ward will be invited to attend the committee meeting at which the referral will be discussed, in order to make representations and answer questions. The relevant Executive member and senior officer will also be invited, if appropriate.
- 69.5 In deciding whether or not to take the matter further, the committee will consider:
- (a) Actions already taken by the Councillor in relation to the matter; and
 - (b) Representations made by the member as to why the committee should investigate the matter.
- 69.6 The criteria the committee will use to decide whether or not to take the matter further include:
- (a) That reasonable attempts at a resolution have been made by the ward councillor;
 - (b) If the committee has considered a similar issue recently and, if the circumstances or evidence changed;
 - (c) If the relevant service or partner agency been informed and been given enough time to resolve the issue and, if so, what response the Councillor has received.
- 69.7 If the committee decides not to take further action in respect of the referral, it will inform the Councillor and provide the reasons for its decision.
- 69.8 If the committee decides to accept the referral, it must decide how it intends to take the matter further. The committee may:
- (a) Make a report or recommendations to:
 - (i) the Executive or other relevant council body;
 - (ii) the Corporate Director of the relevant Council department; or

- (iii) to any relevant partner organisation or other local organisation;
 - (b) Request further information or evidence from the ward councillor;
 - (c) Ask officers to look into the matter and report back;
 - (d) Invite other local stakeholders to give evidence to a future meeting; or
 - (e) Undertake a more in depth review.
- 69.9 If the committee undertakes a more in depth review, this may result in a report or recommendations to the Executive or other relevant council body.
- 69.10 If the committee makes a report or recommendations to another council body, council officer or partner organisation, the relevant body or person shall report back to the committee, normally within 2 months detailing the actions being taken in response. The referring councillor and their ward colleagues will be invited to the meeting to hear the outcome of the referral.
- 69.11 In the case of a crime and disorder matter:
- (a) A copy of any report or recommendations under 69.6(a)(i) or (ii) above shall also be provided to the chief officer of police, the police and fire authorities, the probation board and the primary care trust (“the Council’s crime and disorder partners”).
 - (b) If a report or recommendation is made to one of the Council’s crime and disorder partners under 69.6(a)(iii), that partner will be notified that they are required to:
 - consider the report or recommendations and to respond to the committee indicating what action, if any, it proposes to take, normally within one month; and;
 - have regard to the report or recommendations in exercising their functions.

70. PROCEDURE AT POLICY AND PERFORMANCE SCRUTINY COMMITTEE MEETINGS AND MEETINGS OF OTHER SCRUTINY COMMITTEES

- 70.1 The Policy and Performance Scrutiny Committee shall consider the following business as appropriate:
- (a) Minutes of the last meeting;
 - (b) Declarations of interest;
 - (c) Consideration of any matter referred to the committee for a decision in relation to call-in of a decision;
 - (d) Responses of the Executive to reports of the committee; and
 - (e) The business otherwise set out on the agenda for the meeting.

The order of business may be varied by the Chair.

70.2 Other Scrutiny Committee shall consider the following business as appropriate:

- (a) Minutes of the last meeting;
- (b) Declarations of interest;
- (c) The business otherwise set out on the agenda for the meeting.

70.3 Where the Policy and Performance Scrutiny Committee or other Scrutiny Committee has asked people to attend to give evidence at meetings, these are to be conducted in accordance with the following principles:

- (a) That the investigation is conducted fairly and all members of the committee be given the opportunity to ask questions of attendees and to contribute and speak;
- (b) That those assisting the committee by giving evidence be treated with respect and courtesy;
- (c) That the investigation be conducted so as to maximise the efficiency of the investigation or analysis; and
- (d) That appropriate assistance with translation or alternative methods of communication be provided to assist those giving evidence.

70.4 Following any investigation or review, the Policy and Performance Scrutiny Committee/Review Committee shall prepare a report for submission to the Executive and make its report and findings public (unless they relate to matters which in accordance with the Access To Information Procedure Rules, are confidential or exempt)

70.6 Paragraphs 38-54 of the Committee Procedure Rules apply to meetings of the Overview and Review Committees.

71. MATTERS WITHIN THE REMIT OF MORE THAN ONE SCRUTINY COMMITTEE

Should there be any overlap between the business of Scrutiny Committees, then the Policy and Performance Scrutiny Committee is empowered to resolve the issue.

BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

72. THE FRAMEWORK FOR EXECUTIVE DECISIONS

The Council will be responsible for the adoption of the budget and policy framework as set out in Article 4. Once the framework is in place, it will be the responsibility of the Executive to implement it. Those provisions in these Budget and Policy Framework Procedure Rules which are mandatory standing orders under the Local Authorities (Standing Orders) Regulations 2000 and therefore cannot be deleted are indicated by an asterisk.

73. PROCESS FOR DEVELOPING THE POLICY FRAMEWORK

- 73.1 The Executive shall prepare the plans and strategies in the Policy Framework to be recommended, for adoption, to the Council.
- 73.2 The Executive may refer any such plan or strategy to be considered by the relevant Scrutiny Committee, prior to its being formally recommended for approval to full Council by the Executive in accordance with paragraphs 73.3 and 73.4 below.
- 73.3 Those plans or strategies which are not referred to be considered by a Scrutiny Committee, shall be considered by full Council at the appropriate time (bearing in mind any statutory deadlines for such plans). In considering such plans, Council shall have before it a report from the Executive that contains specific recommendations as to content.
- 73.4 In respect of those plans which the Executive has referred to a Scrutiny Committee, the Executive or officer shall prepare reports and recommendations for submission to the relevant committee in sufficient time (taking into account the timetable for the plans and strategies agreed by Council) for them to give proper consideration to the proposals and if they so wish to prepare a report to the Executive setting out their own proposals.
- 73.5 The Executive shall consider any report produced under 73.4 above and shall then make a report to Council recommending the adoption of the plan or strategy concerned (with or without any amendments or additions made as a result of the Scrutiny Committee report).
- 73.6 The Council may accept the recommendations made or resolve to adopt the plan or strategy, subject to any amendments it considers appropriate but in doing so, it shall have regard to the contents of any report prepared by a Scrutiny Committee.
- 73.7 Where the Council objects to or wants to amend the proposals then, before doing so, or approving them for the purpose of submission to the Secretary of State or Minister of the Crown for their approval, it must inform the Leader of any objections which it has to the draft plan, policy or strategy and must, unless the Leader agrees those amendments at that meeting, give instructions requiring the Executive to reconsider the proposals in the light of those objections.
- 73.8 Where the Council gives instructions in accordance with the preceding paragraph, it must specify a period of at least ten days beginning on the day after the date on which

the Leader receives the instructions on behalf of the Executive, within which the Leader may submit to Council for reconsideration either, a revised draft of the plan, policy or strategy together with the Executive's reasons for any amendments or, details of those aspects of the Council's objections that the Executive disagrees with and the reasons for any such disagreement.

- 73.9 When the period specified in the preceding paragraph has expired the Council must, when amending or adopting the plan, policy or strategy or approving it for the purpose of submission to the Secretary of State or Minister of the Crown for approval, take into account any amendments included in any revised draft plan, policy or strategy submitted by the Executive within the required period, the Executive's reasons for those amendments, any disagreement that the Executive has with any of the Council's objections and the Executive's reasons for that disagreement.

74. PROCESS FOR SETTING THE BUDGET

- 74.1 The Executive's initial proposals shall be referred to the Policy and Performance Scrutiny Committee. The Policy and Performance Scrutiny Committee shall canvass the views of local stakeholders if it considers it appropriate in accordance with the matter under consideration and having particular regard not to duplicate any consultation carried out by the Executive. The Policy and Performance Scrutiny Committee shall report to the Executive on the outcome of its deliberations. The Policy and Performance Scrutiny Committee shall have two weeks to respond to the initial proposals of the Executive, unless the Executive considers that there are special factors that make this timetable inappropriate. If it does, it will inform the Policy and Performance Scrutiny Committee of the time for response when the proposals are referred to it.
- 74.2 Having considered the report of the Policy and Performance Scrutiny Committee, the Executive, if it considers it appropriate, may amend its proposals before submitting them to the Council meeting for consideration. It will also report to Council on how it has taken into account any recommendations from the Policy and Performance Scrutiny Committee.
- 74.3* The Council will consider the proposals of the Executive and may (subject to Procedural Rule 74.4):
- (i) adopt them; or
 - (ii) amend them; or
 - (iii) refer them back to the Executive for further consideration;
 - (iv) or substitute its own proposals in their place.

In considering the matter, the Council shall have before it, the Executive's proposals and any report from the Policy and Performance Scrutiny Committee.

- 74.4* If this consideration takes place before 8 February in any financial year and if following consideration of the proposals, the Council has any objections to them,

before making its decision, it shall inform the Leader of the objections and instruct the Leader to require the Executive to reconsider its proposals in the light of those objections, in which case the following requirements shall apply;

- i the Council shall specify a period of at least ten days, beginning on the following day, within which the Leader may:
 - a. submit revised proposals to the Council with the Executive's reasons for any amendments made to the estimates or amounts in the proposals; or
 - b. inform the Council of any disagreement that the Executive has with any of the Council's objections and the Executive's reasons for any such disagreement.
- ii When the period specified by the Council has expired, the Council must, when considering the Executive's proposals, take into account;
 - a. any amendments to the estimates or amounts that are included in any revised proposals and the Executive's reasons for those amendments;
 - b. any disagreement that the Executive has with any of the Council's objections and the Executive's reasons for that disagreementof which the Leader has informed the Council.

74.5 Voting at the Council's budget setting meeting shall be recorded as set out in Rule 24.6

75. DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

75.1 Subject to paragraph 76 of these rules, the Executive, committees of the Executive, individual members of the Executive and any officers, or jointly constituted bodies discharging Executive functions, may only take decisions which are not contrary to the policy framework or contrary to, or not wholly in accordance with the budget. If any of these bodies or persons wishes to make a decision which is contrary to the policy framework, or contrary to or not wholly in accordance with the budget approved by the Council, then that decision may only be taken by the Council.

75.2 If the Executive, committees of the Executive, individual members of the Executive and any officers, or jointly constituted bodies discharging Executive functions want to make such a decision, they shall take advice from the Monitoring Officer and/or the Chief Executive and Chief Finance Officer, as to whether the decision they want to make would be contrary to the policy framework, or contrary to or not wholly in accordance with the budget. If the advice of any of those officers is, that the decision would be contrary to the policy framework, or contrary to or not wholly in accordance with the budget, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 76 shall apply.

75.3 If the matter is referred to Council, Council may either:

- (a) Endorse a decision or proposal of the Executive decision taker as being in accordance with the existing budget and policy framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all Councillors in the normal way and decision will take effect immediately; or
- (b) Where the Council accepts that the decision or proposal is contrary to the policy framework or contrary to, or not wholly in accordance with, the budget, but does not object to it, it can take the decision itself. In those circumstances, the decision will come into effect on the passing of a resolution to that effect; or
- (c) Where the Council accepts that the decision or proposal is contrary to the policy framework or contrary to, or not wholly in accordance with, the budget and does object to it, it may resolve that the decision not be taken. Such a resolution shall not prevent the Executive from reconsidering the matter and later taking a decision in respect of it, which is not contrary to the policy framework or contrary to or not wholly in accordance with the budget.

76. URGENT DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

- 76.1 The Executive, a committee of the Executive, an individual member of the Executive or officers, or jointly constituted bodies discharging Executive functions may take a decision, which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council, if the decision is a matter of urgency. A decision will be urgent, if any delay in taking it would seriously prejudice the Council's or the public interests and it is not practicable to convene a quorate meeting of the full Council within the Access to Information Rules.
- 76.2 The Chair of the Policy and Performance Scrutiny Committee must agree, in writing, that the decision must be taken as a matter of urgency. In the absence or inability to act of the Chair, the consent of the Mayor, or in their absence, or inability to act, the Deputy Mayor, shall suffice. The reasons why it is not practical to convene a quorate meeting of full Council and the consent to the decision being taken as a matter of urgency, must be noted on the record of the decision.
- 76.3 Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

77. VIREMENT

- 77.1 In approving the budget and policy framework or any part of it, the Council will also specify the extent of virement within the budget and degree of in-year changes to the policy framework (or the relevant part of it as the case may be) which may be undertaken by the Executive, in accordance with paragraphs 77 and 78 of these Rules (virement and in-year adjustments), subject to paragraphs 77.2 and 77.3 below. Any other changes to the budget and policy framework are reserved to the Council.

77.2 Chief officers are authorised to vire budget provision between budget heads within their departments, subject to limitations set out in the Financial Regulations, contained within Part 6.

77.3 The Executive may at any time during the financial year and after considering a report of the Chief Finance Officer, make changes to the revenue and capital budgets in accordance with the Financial Regulations contained within Part 6.

78. IN-YEAR CHANGES TO POLICY FRAMEWORK

The responsibility for agreeing the budget and policy framework lies with the Council and decisions by the Executive, a committee of the Council, member of the Executive or officers, or jointly constituted bodies discharging Executive functions must be in line with it. No changes to any policy and strategy which make up the policy framework may be made by the Executive, a committee of the Executive, member of the Executive or officers, or jointly constituted body discharging Executive functions, except where Council has agreed this at the time of agreeing the budget or relevant policy or strategy.

ACCESS TO INFORMATION PROCEDURE RULES

79. SCOPE

- 79.1 These rules apply to all meetings of the Council, the Policy and Performance Scrutiny Committee and other committees and sub-committees, public meetings of the Executive and any committee of the Executive and meetings called for the purposes of individual member decision making (all referred to as “meetings” in these Rules).
- 79.2 Rules 91-95 only apply when the Executive, a committee of the Executive or an individual is taking Key Decisions.

NOTE: The Access to Information rules set out below are in addition to any rights which members of the public may enjoy under the Freedom of Information legislation.

80. ADDITIONAL RIGHTS TO INFORMATION

These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

81. RIGHTS TO ATTEND MEETINGS

Members of the public may attend all meetings and report on them (including by filming, photographing or making an audio recording) using any communication method at or after a meeting to publish, post or otherwise share their reporting subject only to the exceptions in these rules and will be afforded reasonable facilities for reporting so far as practicable. This will not include oral reporting or commenting by someone present at a meeting.³

82. NOTICES OF MEETINGS

The Council will give at least five clear working days notice of any meeting by publishing details of the meeting at the Town Hall and on the Council website. For the purposes of calculating the notice period, the day on which notice is given and the day of the meeting shall be disregarded.

83. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING

- 83.1 Subject to paragraph 83.4 below, no decision shall be taken at a meeting unless it is included on the agenda for that meeting and is accompanied by a report from the appropriate officer or, in the case of meetings of the Executive, from either the appropriate officer or Executive member. Where the report is from an Executive member, it must state any advice received from officers.
- 83.2 All agendas and reports will be published at least five clear working days before the meeting at the Town Hall and on the Council website unless the report relates to a confidential matter or is exempt under these Access to Information Rules.
- 83.3 If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. Where reports are

prepared after the summons has been sent out, the Proper Officer shall make each such report available to the public as soon as the report is completed and sent to members.

- 83.4 If a report is not published five clear working days before a meeting, the item to which it relates may not be considered at that meeting unless the Chair of the meeting agrees that, by reason of special circumstances, the item should be considered as a matter of urgency. Where this is the case, the special circumstances requiring the item to be considered urgently shall be specified in the minutes.

84. SUPPLY OF COPIES

84.1 The Council will supply copies of:

- (a) any agenda and reports which are open to public inspection;
- (b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- (c) if the Proper Officer thinks fit, copies of any other documents supplied to councillors in connection with an item to any person on payment of a charge for postage and any other costs.

85. ACCESS TO MINUTES ETC AFTER THE MEETING

85.1 The Council will make available copies of the following, for six years after a meeting:

- (a) The minutes of the meeting and records of decisions taken, together with reasons, for all meetings covered by these rules, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- (b) A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- (c) The agenda for the meeting; and
- (d) Reports relating to items when the meeting was open to the public.

86. BACKGROUND PAPERS

86.1 List of background papers

The Proper Officer will ensure that every report contains a list of those documents (called background papers) and, where possible, their locations on the Council's website relating to the subject matter of the report, which in their opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and

- (b) have been relied on to a material extent in preparing the report, but this does not include published works or those which disclose exempt or confidential information (as defined in Rule 88)

86.2 Public inspection of background papers

Background papers referred to on the list in a report for a meeting of the Executive or a committee of the Executive shall be made available on the council's website at the same time as the report to which they relate is published under rule 83.

The Council will make available for public inspection for four years after the date of the meeting, one copy of each of the documents on the list of background papers in all reports.

87. SUMMARY OF PUBLIC RIGHTS

These rules are the written summary of the public's rights to attend meetings and to inspect and copy documents. They are kept at and are available to the public at the Council's main offices and on its website.

88. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS

88.1 Confidential information – requirement to exclude public

The public must be excluded from meetings, whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information would be disclosed. Non Executive members of the Council shall be entitled to remain at Executive meetings where decisions are being taken, unless the Proper Officer advises that this would be inappropriate.

88.2 Exempt information – discretion to exclude public

The public may be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed. Non Executive members of the Council shall be entitled to remain at Executive meetings where decisions are being taken, unless the Proper Officer advises that this would be inappropriate. Where the public are excluded from a meeting in accordance with paragraph 88.2 or 88.3 they are also prohibited from reporting on the meetings using any means which can be used with their presence at the meeting to enable persons not present to see or hear the proceedings at the meeting as it takes place or subsequently.⁴

88.3 Meaning of confidential information

Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order or by law.

88.4 Meaning of exempt information

Exempt information means information falling within schedule 12A of the Local Government Act 1972 and which is summarised below and set out in more detail in Appendix 5.

- (a) Information relating to an individual;
- (b) Information which is likely to reveal the identity of an individual;
- (c) Information relating to the financial or business affairs of any particular person (including the authority holding that information);
- (d) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority;
- (e) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings;
- (f) Information which reveals that the authority proposes -
 - (i) to give under any enactment, a notice under or by virtue of which, requirements are imposed on a person; or
 - (ii) to make an order or direction under any enactment;
- (g) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime;

Information falling within the above paragraphs is not exempt by virtue of that paragraph, if it relates to proposed development, for which the local planning authority can grant itself planning permission under Regulation 3 of the Town and Country Planning General Regulations 1992.

88.5 EXCLUSION OF THE PUBLIC TO MAINTAIN ORDERLY CONDUCT

The public may be excluded from meetings to maintain orderly conduct accordance with Procedural Rules 29, 53 and 56.

88.6 EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS

If the Proper Officer thinks fit, the Council may exclude access by the public to reports which in their opinion relate to items during the consideration of which, in accordance with Rule 88, the meeting is likely not to be open to the public. Such reports will be marked "Not for publication" together with the category of information likely to be disclosed.

89. PROCEDURE BEFORE EXECUTIVE MEETINGS FROM ALL OR PART OF WHICH THE PUBLIC MAY BE EXCLUDED

- 89.1 Where in the opinion of the Proper Officer it is likely that the public will be excluded under Rule 88 for all or part of a meeting of the Executive or a committee of the Executive, at least 28 clear days before the meeting notice will be published at the Town Hall and on the Council's website (normally in the council's Forward Plan) giving details of the meeting and the reasons why it is intended that the public be excluded from all or part of it.
- 89.2 At least 5 clear days before the meeting, if it is still intended that the public be excluded under Rule 88 for all or part of it, a further notice will be published at the Town Hall and on the Council's website giving details of the meeting and the reasons why it is intended that the public be excluded from all or part of it. This notice shall also give details of any representations that have been received about why the meeting, or that part of the meeting, should be held in public and a statement in response to the representations.
- 89.3 The public may not be excluded from a meeting of the Executive or a committee of the Executive if 89.1 and 89.2 have not been complied with unless the meeting must be held by such a date that it is impracticable to comply with 89.1 and 89.2 and the agreement of the Chair of the Policy and Performance Scrutiny Committee that the meeting is urgent and cannot be reasonably deferred has been obtained. If there is no such person or the Chair of the Policy and Performance Scrutiny Committee is unable to act, then the agreement of the Mayor shall be obtained. If there is no Mayor, or the Mayor is unable to act, the agreement of the Deputy Mayor will suffice.
- 89.4 As soon as reasonably practicable after the obtaining of agreement under Rule 89.3 a notice setting out the reasons the meeting is urgent and cannot be reasonably deferred shall be published at the Town Hall and on the Council's website.

90. PROCEDURE BEFORE TAKING KEY DECISIONS

90.1 Subject to Rules 92 and 93, a key decision as defined in Article 13 may not be taken by the Executive or a committee of the Executive unless:

- (a) Notice of the decision has been given in accordance with Rule 91; and
- (c) Notice of the meeting has been given in accordance with Rule 83.

90.2 Officer decisions

- (a) It is the responsibility of the relevant Corporate Director to determine, in respect of Executive decisions to be taken by officers, whether these will be key decisions
- (b) A key decision may not be taken by an officer unless notice of the decision has been given in accordance with Rule 91
- (c) All officers must follow guidance on decision-making approved by the Monitoring Officer.

90.3 Individual Executive Member Decisions

A key decision may not be taken by an individual member of the Executive unless notice of the decision has been given in accordance with Rule 91.

91. NOTICE OF KEY DECISIONS

91.1 No key decision may be made unless notice of the decision has been published at the Town Hall and on the Council website at least 28 clear days previously containing the following information concerning the key decision:

- (i) That a key decision is to be made
- (ii) The matter in respect of which a decision is to be made;
- (iii) Where the decision maker is an individual, their name and title, if any and where the decision maker is a body, its name and details of membership;
- (iv) The date on which, or the period within which, the decision will be taken;
- (v) A list of the documents submitted to the decision taker for consideration in relation to the matter.
- (vi) the address from which copies of all or part of those documents (unless Rule 85.1(a) applies to them) are available
- (vii) That other relevant documents may be submitted to the decision maker

91.2 Where any matter involves the consideration of exempt information (as defined in paragraph 88.4 above), confidential information (as defined by paragraph 88.3 above) a summary of the matter shall be included in the notice but the exempt or confidential information or the advice, as the case may be, need not be included.

92. GENERAL EXCEPTION

- (a) If a matter which is likely to be a key decision, including a key decision by an officer, has not been included in a notice under Rule 91 the decision may still be taken if:
 - (i) The decision must be taken by such a date that it is impracticable to defer the decision until it has been included in a notice under Rule 91;
 - (ii) The Proper Officer has given the Chair of the Policy and Performance Scrutiny Committee (or if there is no such person, each member of the Policy and Performance Scrutiny Committee) written notice of the matter in respect of which the decision is to be made;
 - (iii) The Proper Officer has made copies of that notice available to the public at the offices of the Council and on its website; and
 - (iv) At least five clear days have elapsed since the Proper Officer complied with (ii) and (iii).

- (b) As soon as reasonably practicable after Rule 92(a) has been complied with the Proper Officer will publish a notice at the Town Hall and on the council's website setting out the reasons why compliance with Rule 91 is impracticable.

93. URGENT DECISIONS

- 93.1 If by virtue of the date by which a decision must be taken, Rule 92 cannot be followed, then the decision can only be taken if the decision maker (if an individual) or the Chair of the body making the decision, obtains the agreement of the Chair of the Policy and Performance Scrutiny Committee that the making of the decision is urgent and cannot be reasonably deferred. If there is no such person or the Chair of the Policy and Performance Scrutiny Committee is unable to act, then the agreement of the Mayor shall be obtained. If there is no Mayor, or the Mayor is unable to act, the agreement of the Deputy Mayor will suffice.
- 93.2 As soon as reasonably practicable after 93.1 has been complied with the Proper Officer will publish a notice at the Town Hall and on the council's website setting the reasons why the decision is urgent and cannot reasonably be deferred...

94. REPORTS TO COUNCIL

94.1 When the Policy and Performance Scrutiny Committee can require a report

- (a) If the Policy and Performance Scrutiny Committee thinks that a key decision has been taken by the Executive or a key decision has been taken by an officer which was not:
 - (i) Included in a notice under Rule 91; or
 - (ii) The subject of the general exception procedure under Rule 92; or
 - (iii) The subject of an agreement with the Policy and Performance Scrutiny Committee Chair, or the Mayor under Rule 93;

the committee may require the Executive or officer to submit a report to the Council, within such reasonable time as the committee specifies.

- (b) Executive's report to Council

The Executive will prepare a report for submission to the next available meeting of the Council. However, if the next meeting of the Council is within 7 days of receipt of the resolution of the committee, then the report may be submitted to the meeting after that.

- (c) The report to Council will set out:
 - (i) particulars of the decision (including the reasons for it);
 - (ii) the identity of the decision taker; and
 - (iii) if the Executive is of the opinion that it was not a key decision the reasons for that opinion.

Annual report

(d) The Leader will report annually to the council details of each Executive decision since the last such report where the decision was agreed as urgent, giving particulars of the decision made and a summary of the matters in respect of which each decision was made.

95 DECISIONS BY INDIVIDUAL MEMBERS OF THE EXECUTIVE

95.1 Application

- (a) It is not envisaged that individual members of the Executive will take decisions as these will be taken by the Executive as a whole. The only exception to this is in relation to those social services functions exercised jointly with the Islington CCG (known as NHS Islington) pursuant to Section 75 of the Health Service Act 2006. The Executive member with portfolio responsibility for Health and Adult Social Services shall be entitled to take decisions on an individual basis.
- (b) Where these decisions are key decisions or recordable executive decisions as defined in Appendix 6 of the Constitution, the relevant provisions of the Access to Information Procedures, Rules and Scrutiny Rules shall apply. The fact that the Executive member is entitled to take decisions in these circumstances shall not prevent the whole Executive from choosing to take the decision itself.

95.2 Decisions to be taken in public

- (a) Where an individual member is taking a key decision or recordable executive decisions, those decisions will be taken in public (subject to Rule 88 - exclusion of access by the public to meetings) and will be subject to the same rules as for the full Executive.

95.3 Reports intended to be taken into account

- (a) Where an individual member of the Executive receives a report which they intend to take into account in making any decision, then they will not make the decision until at least five clear days after that report has been available for public inspection.
- (b) Upon receipt of such a report, the individual member shall ensure that the Proper Officer makes the report publicly available, that a list of background papers is included and sufficient copies of those papers are available or that facilities exist for the production of them.

95.4 Provision of copies of reports to the Policy and Performance Scrutiny Committee

On giving of such a report to an individual member, the person who prepared the report will give a copy of it to members of the Policy and Performance Scrutiny Committee as soon as reasonably practicable.

96. RECORD OF DECISIONS

96.1 After any meeting of the Executive or any of its committees at which decisions are taken, the Proper Officer will produce a record of every decision taken at that meeting as soon as practicable. The record will include:

- (i) the decision including the date it was made;
- (ii) the reasons for the decision;
- (iii) details of any alternative options considered and rejected at the meeting at which the decision was made;
- (iv) a record of any conflict of interest relating to the matter decided which is declared by any member of the decision-making body which made the decision; and;
- (v) in respect of any declared conflict of interest, a note of the dispensations granted by Standards Committee and the Chief Executive.

96.2 Record of individual decisions

(a) As soon as reasonably practicable after a key decision or an individual executive member recordable executive decision as defined in Appendix 6 of the Constitution has been taken by an individual member of the Executive, they will prepare, or instruct the Proper Officer to prepare, a record of the decision. The Proper Officer will make the record available at the Town Hall and on the council's website. The record shall include:

- (i) the date it was made;
- (ii) the reasons for the decision;
- (iii) details of any alternative options considered and rejected by the member when making the decision;
- (iv) any conflict of interest declared by any executive member who is consulted by the decision making member which relates to the decision; and
- (v) in respect of any such declared conflict of interest, a note of the dispensations granted by Standards Committee and the council's Chief Executive.

(b) Members taking individual decisions will do so in the presence of the Proper Officer at the appointed date and time. The provisions of Rules 85 and 86 (inspection of documents after meetings) will also apply to the making of decisions by individual members of the Executive. This does not require the disclosure of exempt or confidential information or advice from a political assistant (if any).

(c) It is the responsibility of the relevant Corporate Director to determine, in respect of decisions taken by officers, whether these are key decisions or officer recordable executive decisions (as defined in Appendix 6 of the Constitution).

(d) As soon as reasonably practicable after an officer has made a key decision or a recordable executive decision the officer must produce and send to the Proper Officer to be made available at the Town Hall and on the council's website a record of the decision which must include:

- (i) the date it was made;

- (ii) the reasons for the decision;
- (iii) details of any alternative options considered and rejected by the officer when making the decision;
- (iv) any conflict of interest declared by any executive member who is consulted by the officer which relates to the decision; and
- (v) in respect of any such declared conflict of interest, a note of the dispensations granted by Standards Committee and council's Chief Executive.

EXCEPT THAT this paragraph shall not apply in respect of non-executive decisions where legislation other than the Openness of Local Government Bodies regulations 2014 requires the decision and the information in (e) (i) and (ii) to be recorded.⁵

- (e) This paragraph does not require the disclosure of exempt or confidential information or advice from a political assistant (if any).

97. RIGHTS OF ACCESS TO DOCUMENTS FOR MEMBERS

97.1 Material relating to business at public meetings

- (a) All members will be entitled to inspect, at least 5 clear days before the meeting, any document which is in the possession or under the control of the Executive or its committees and contains material relating to any business to be transacted at a public meeting of the Executive unless:
 - (i) It contains exempt information falling within the following paragraphs of Schedule 12A of the Local Government Act 1972:
 - 1 – Information relating to any individual
 - 2 – Information which is likely to reveal the identity of an individual
 - 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 - 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
 - (ii) It contains the advice of a political adviser, if any;
 - (iii) The document is in draft form.
- (b) As prescribed by legislation, all members will be entitled to inspect, at least 5 clear days before the meeting, any document which is in the possession or under the control of the Executive or its committees and contains material relating to any business to be transacted at a public meeting of the Executive, which contains the

following categories of exempt information falling within the following paragraphs of Schedule 12A of the Local Government Act 1972:

3 - Information relating to the financial or business affairs of any particular person, including the authority holding that information (providing that, if the information relates to the award of a contract, the negotiations are concluded)

6 - Information which reveals that the authority proposes -

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment

97.2 Material relating to private meetings or parts of meetings

- (a) Subject to (c) below all members of the Council will be entitled to inspect any document in the possession or under the control of the Executive or its committees which contains material relating to:
 - (i) any business which has been transacted in a meeting or part of a meeting of the Executive;
 - (ii) any decision which has been made by an individual member; or
 - (iii) any recordable executive decision which has been made by an officer.
- (b) The right contained in paragraph (a) arises when the meeting concludes or, in the case of an individual Executive member or officer decision, immediately after the decision has been made and the document shall be made available within 24 hours.
- (c) Members of the Council will not be entitled under this paragraph to:
 - (i) Any document that is in draft form;
 - (ii) Any part of a document that contains exempt information falling within the following paragraphs of Schedule 12A of the Local Government Act 1972:
 - 1 – Information relating to any individual
 - 2 – Information which is likely to reveal the identity of an individual
 - 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
 - 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime; or;
 - (iii) The advice of a political adviser or any person acting in that capacity, if any.

- (d) Members of the Council will be entitled under this paragraph to any part of a document that contains exempt information falling within the following paragraphs of Schedule 12A of the Local Government Act 1972:

3 - Information relating to the financial or business affairs of any particular person, including the authority holding that information (providing that, if the information relates to the award of a contract, the negotiations are concluded)

6 - Information which reveals that the authority proposes –
(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
(b) to make an order or direction under any enactment

97.3 Nature of rights

These rights of a member are additional to any other right they may have.

97.4 Further details

Further detail of the exempt information requirements is set out at Appendix 5 of the Constitution.

98. ADDITIONAL ACCESS TO DOCUMENTS FOR POLICY AND PERFORMANCE SCRUTINY AND OTHER SCRUTINY COMMITTEES

98.1 In addition to the rights of access granted to all members set out in Procedure Rule 97, members of the Policy and Performance Scrutiny Committee and any other Scrutiny Committee have certain additional rights of access to documents which contain material relating to:

- (i) Any business which has been transacted at a meeting of the Executive while it is open to the public or its committees;
- (ii) Any decision which has been taken by an individual member of the Executive; or
- (iii) Any decision which has been made by an officer.

98.2 Members of the Policy and Performance Scrutiny Committee and any other Scrutiny Committee will be entitled to copies of any document which is in the possession or control of the Executive or its committees which contains exempt or confidential information, providing that the information is relevant to an action or decision they are formally reviewing or scrutinising or intend to scrutinise, subject to rule 98.3 below.

- 98.3 The member will need to demonstrate to the Proper Officer that the information requested is relevant and the Proper Officer shall take a decision as to whether the information should be made available, supplying reasons as appropriate.
- 98.4 If the information is to be made available, the document shall be provided as soon as reasonably practicable and in any event no later than 10 clear days after the Proper Officer receives the request from the member concerned

OFFICER EMPLOYMENT PROCEDURE RULES

99. INTRODUCTION

- 99.1 In these rules, references to heads of service shall include references to Directors and Heads of Services and to all those other senior officers who with respect to most or all of their duties, report directly to Corporate Directors or to the Chief Executive.
- 99.2 For the purposes of these rules, “disciplinary action” shall mean any action occasioned by alleged misconduct which, if proved, would according to the usual practices of the authority, be recorded on the officer’s personal file and includes any proposal for the dismissal of an officer for any reason other than redundancy, permanent ill health or infirmity of mind or body but does not include a failure to renew a fixed term contract unless the authority has undertaken to renew such a contract.
- 99.3 Subject to the provisions of these rules, the appointment and dismissal of officers must be discharged by the Chief Executive or the Corporate Director of the department in which that officer is employed. Corporate Directors may authorise Services Directors, Heads of Service and Service Managers in their department or division to exercise the function of appointing and dismissing staff to officers within their departments, provided that to do so, complies with any applicable personnel policies and procedures. The Chief Executive shall have the power to dismiss Corporate Directors, subject to paragraphs 101 and 102 below.

100. APPOINTMENT OF THE CHIEF EXECUTIVE AND CHIEF AND DEPUTY CHIEF OFFICERS

- 100.1 Where the Council is proposing appointing a new Chief Executive or Corporate Director (save on an interim basis) and it is not proposed that the appointment be made exclusively from among their existing Officers:
- (a) a statement shall be drawn up specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed; and
 - (b) arrangements shall be made for that post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
 - (c) a copy of any statement drawn up in accordance with paragraph (a) above shall be sent to any person on request.

In the case of appointments to the posts of Corporate Director of Children’s Services, the Director of Adult Social Services and Director of Public Health, regard must also be had to statutory guidance concerning the appointment process.

100.2 When a vacancy occurs, the Chief Executive or Director of Human Resources will notify the Head of Democratic Services and Governance who will organise an initial informal meeting of the Chair of the Employment and Appointments Committee, the Leader of the Council, the Chief Executive, or relevant Corporate Director and the Executive Member with portfolio responsibility and the Director of Human Resources, who will agree:

- The timetable for the recruitment, including the arrangements for an informal meeting of candidates with members or other stakeholders and partners which may be considered appropriate;
- The key points of the job description;
- The key criteria for the qualities required in the job;
- A recruitment strategy including arrangements for procurement of the recruitment partner;
- A provisional recruitment process, i.e. written exercises / staff panels / youth panels / psychometric testing.

100.3 Following the initial meeting, the Job Description and Person Specification will be reviewed (or created for new posts) by the Director of Human Resources, based on the outcome of the meeting and existing job descriptions, for initial approval by the Chief Executive or relevant Corporate Director.

100.4 If the Job Description and Person Specification have been significantly amended or it is a new post, HR will arrange for the post to be evaluated and the cost of the evaluation will be charged to the relevant department. The result of the job evaluation will be communicated to the Chief Executive for confirmation to proceed with the recruitment.

100.5 The day to day liaison with the recruitment partner and the exercise of operational functions to be dealt with by the Chief Executive (or relevant Corporate Director).

100.6 The preparation of the draft advertisement and recruitment pack will be managed by HR and will be approved by the Chief Executive or relevant Corporate Director. The post will be advertised in the relevant media and recruitment searches undertaken where necessary by the recruitment agency. An update will be sent to the Employment and Appointments Committee at the time of publication of the advertisement.

100.7 In some situations it may not be necessary to advertise, e.g. where a post has been re-designated, where duties have been added to or taken from an existing job description or where the council's redundancy or redeployment procedures require an individual to be assimilated or ring-fenced to a post (whether following interview or otherwise).

100.8 The Chief Executive, or a Corporate Director may hold informal discussions with candidates or potential candidates prior to the close of the application period.

100.9 All application forms, the job description and person specification, will be made available to the longlisting panel, which will normally comprise the Chief Executive, the Chair of the Employment and Appointments Committee (or a substitute), the Executive Member portfolio holder, the relevant Corporate Director, the Director of Human Resources, and a representative from the recruitment

agency, if appropriate.

- 100.10 The Longlisting panel will compare applications with the person specification in order to determine which candidates will go forward to the next stage and will include the observations of the recruitment agency.
- 100.11 The longlisting panel will determine the process to be used for each post, taking into account the advice of the HR partner.
- 100.12 The Human Resources representative present will record details of the meeting and circulate a record of the meeting to the Employment and Appointments Committee.
- 100.13 The recruitment agency will notify candidates that they have been selected for preliminary interviews and arrange their attendance in consultation with Human Resources. Unsuccessful candidates will also be notified by the recruitment agency.
- 100.14 Following longlisting, the preliminary interview will be conducted by the recruitment agency or other independent technical assessor with relevant expertise who may be accompanied by the Director of Human Resources or other relevant council officer(s). The purpose of this interview is to confirm that the longlisted candidates have the appropriate skills, level of technical knowledge and experience to go forward to the shortlisting stage and to inform the shortlisting process.
- 100.15 Based on the interviews, the agency or technical assessor will submit a report on the longlisted candidates. This report will be shared with members of the Employment and Appointments Committee, the Executive Member with portfolio responsibility and the Chief Executive as soon as it is available.
- 100.16 The Shortlisting interview is a formal meeting of the Employment and Appointments Committee. The Chair of the Committee will ensure that interview panels are diverse and are appropriate for the post and to decide the membership of each panel, following consultation with the committee and following the arrangements for substitution.
- 100.17 A pack of papers, including the application, supporting statement and the results of any technical assessments, will be compiled by Human Resources, together with a covering report for publication. The agenda for the meeting and the covering report will be published by Democratic Services by the statutory deadline for the meeting. The pack will be provided to Democratic Services for circulation to the members of the Employment and Appointments Committee, ideally a week before the formal shortlisting meeting.
- 100.18 The Employment and Appointments Committee will consider the shortlist for final interview, following consultation with the Chief Executive and technical experts, if appropriate. At the conclusion of its deliberations, the Employment and Appointments Committee will determine which candidates to move forward to the interview stage. At the shortlisting meeting, the Committee will also:
- receive advice regarding the tests to be used
 - offer advice and agree on areas for testing for the final interview and

- determine the presentation topic

- 100.19 The Chief Executive and Director of Human Resources and a representative from the recruitment agency, where retained, will attend the shortlisting committee meeting, but not take part in the decision making.
- 100.20 A formal minute of the meeting will be produced and circulated by Democratic Services.
- 100.21 Following the shortlisting meeting, Human Resources will draft any tests, questions and presentation topics for consideration by the Chief Executive. If the committee agreed to use occupational testing, Human Resources will make arrangements for testing to be carried out.
- 100.22 The results of the testing will be made available, via Democratic Services, to members of the Employment and Appointments Committee prior to the final interview.
- 100.23 All candidates, internal or external, will need to supply two referees who can comment on their suitability for the post. The recruitment agency or Human Resources will normally request the references before the final interview stage. They must normally be available in writing prior to the final interview.
- 100.24 The final interview is a formal meeting of the Employment and Appointments Committee. The meeting will be organised and clerked by Democratic Services, and will follow the usual procedure rules for formal committee meetings. The members sitting on the panel will have received appropriate training.
- 100.25 A pack of papers, including the application, supporting statement and the results of any further assessments and tests carried out, will be compiled by Human Resources, together with a covering report for publication. The agenda for the meeting and the covering report will be published by Democratic Services by the statutory deadline for the meeting. The pack will be provided to Democratic Services for circulation to the members of the Employment and Appointments Committee, a week before the formal interview meeting.
- 100.26 Democratic Services will make arrangements for booking the meeting rooms, refreshments, equipment while Human Resources will be responsible for the reception of candidates, etc.
- 100.27 Detailed proposed questions will be supplied at the meeting by the Director of Human Resources, and the Committee will select preferred questions and allocate between members.
- 100.28 The Chief Executive, Director of Human Resources and a representative of the recruitment agency, where retained, will also be in attendance in an advisory capacity, but will not be part of the decision making process.
- 100.29 At the conclusion of the interviews, the Employment and Appointments Committee will deliberate and assess the candidates before coming to a decision. The panel will seek to come to an agreement about which candidates are appointable.

- 100.30 Where possible a decision should be reached by consensus and where more than one candidate is appointable, the panel should rank those appointable candidates. The procedure rules on voting at formal committee meetings will apply.
- 100.31 The Employment and Appointments Committee shall agree the salary at which the successful candidate should be offered the post.
- 100.32 Democratic Services will minute the meeting and be responsible for collecting in all the notes made by the panel members. These notes should then be passed to Human Resources for inclusion in the recruitment file.
- 100.33 The Director of Human Resources will notify all candidates of the decision of the Employment and Appointments Committee as soon as possible after the date of the meeting.
- 100.34 No offer of appointment shall be made until the Head of Democratic Services and Governance, on behalf of the Proper Officer or the Proper Officer themselves, has notified every Executive member in writing of the name and relevant particulars of the proposed appointee and the period (normally 48 hours) in which any well-founded objection to the making of an offer of appointment is to be made by the Leader on behalf of the Executive.
- 100.35 If no objection has been received, the Head of Democratic Services and Governance or the Proper Officer will notify Human Resources in writing. If an objection is received, the Head of Democratic Services and Governance will arrange for the appointment to be further considered by the Employment and Appointments Committee.
- 100.36 In the case of the appointment of the Chief Executive, Monitoring Officer or Section 151 Officer, the Head of Democratic Services and Governance will also arrange for the recommendation of the Committee to be submitted to the next, or an additional, meeting of the Council for approval.
- 100.37 The final decision on salary, within the parameters agreed by the Employment and Appointments Committee, will be that of the Chief Executive. However, no offer in excess of the agreed band shall be made without the express approval of the Employment and Appointments Committee (either on the day that the decision to appoint or at a subsequently convened meeting). In the case of the appointment of a Chief Executive, the Director of Human Resources, following consultation with the Chair of the Committee, will make the final decision on starting salary, subject to the same restrictions.
- 100.38 Human Resources will send a provisional offer letter within five working days of notification by the Head of Democratic Services and Governance (in the case of appointment of a Chief Executive, following confirmation of the appointment at a Council meeting) and a draft contract of employment to the successful candidate. This will include salary details and state what conditions the offer is subject to. These will typically include:
- Satisfactory written references (if not already received)
 - Proof of identity and eligibility to work in the UK
 - Medical clearance

- Satisfactory disclosure through the DBS
- Evidence of qualifications.

100.39 Feedback (if requested) to unsuccessful candidates following the preliminary interview will be made by the recruitment agency or Human Resources. Feedback following the final panel interview will be given to candidates by the recruitment agency or the Director of Human Resources.

100.40 Interim Appointments will be undertaken by the Chief Executive and relevant senior officers, following consultation with the Leader of the Council and relevant Executive Members.

100.41 The permanent appointment of a new Chief Executive, Head of Paid Service, Monitoring Officer or Section 151 Officer will be submitted to full Council for agreement.

100.42 The appointment of a new Chief Executive, Head of Paid Service, Monitoring Officer or Section 151 Officer will be submitted to full Council for formal ratification.

100.43 No offer of appointment of the Chief Executive or a Corporate Director, (or any senior officer reporting directly to them), or Director shall be made until:

- (a) the Council (in the case of the Chief Executive), sub-committee or officer proposing to make the offer (“the Appointer”) has notified the Proper Officer of the name and any relevant particulars of the proposed appointee; and
- (b) the Proper Officer has notified every Executive member of the authority of the name and relevant particulars of the proposed appointee and the period in which any objection (“the objection period”) to the making of an offer of appointment is to be made by the Leader on behalf of the Executive and either:
 - (i) the Leader has, within the objection period, notified the appointer that neither they nor any executive member has any objection to the making of an offer; or
 - (ii) the Proper Officer has notified the appointer that no objection was received within the objection period; or
 - (iii) the appointer is satisfied that any objection is not material or is not well-founded.

101. DISMISSAL OF CHIEF EXECUTIVE AND CHIEF OR DEPUTY CHIEF OFFICERS

101.1 No notice of dismissal shall be given to the Chief Executive, the Chief Finance Officer or the Monitoring Officer unless the Council has approved such a dismissal.

101.2 No notice of dismissal shall be given to the Director of Public Health unless the Secretary of State has first been consulted.

101.2 The process by which the Council would consider a proposal to dismiss the Chief Executive, the Chief Finance Officer or the Monitoring Officer will be subject to the procedures set out in the Chief Executive's Handbook.

101.3 No notice of dismissal (whether for misconduct, incompetence, redundancy or otherwise) shall be given to any Corporate Director, Director or Head of Service until:

- (a) the Council (in the case of the Chief Executive), sub-committee or officer proposing the dismissal ("the dismissor") has notified the Proper Officer of the name and any relevant particulars of the officer whom it is proposed to dismiss; and
- (b) the Proper Officer has notified every Executive member of the authority of the name and relevant particulars of officer whom it is proposed to dismiss and the period in which any objection ("the objection period") to the proposed dismissal is to be made by the Leader on behalf of the Executive; and either
- (c) the Leader has, within the objection period, notified the dismissor that neither they nor any Executive member has any objection to the proposed dismissal; or
- (d) the Proper Officer has notified the dismissor that no objection was received within the objection period; or
- (e) the dismissor is satisfied that any objection is not material or is not well-founded.

102. ADDITIONAL PROVISIONS IN RELATION TO THE CHIEF EXECUTIVE, MONITORING OFFICER AND SECTION 151 OFFICER

102.1 In this Rule:

- (a) "local government elector" means a person registered as a local government elector in the register of electors in the council's area in accordance with the Representation of the People Acts;
- (b) "the Panel" means a committee appointed by the council under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (c) "relevant meeting" means a meeting of the Council to consider whether or not to approve a proposal to dismiss a relevant officer; and

102.2 The Chief Executive, Chief Finance Officer and Director of Law and Governance, may not be dismissed by the council unless the procedure set out in this Rule has been complied with.

102.3. The council must invite relevant independent persons (that is persons appointed under section 28(7) of the Localism Act 2011 in respect of member conduct issues) to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

102.4. In Rule 103.3 “relevant independent person” means any independent person who has been appointed by the council or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the council considers appropriate.

102.5 Subject to paragraph 103.6, the council must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—

- (a) a relevant independent person who has been appointed by the council and who is a local government elector;
- (b) any other relevant independent person who has been appointed by the council;
- (c) a relevant independent person who has been appointed by another authority or authorities.

102.6. The council must appoint any Panel at least 20 working days before the relevant meeting.

102.7 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the council must take into account, in particular:

- (a) any advice, views or recommendations of the Panel;
- (b) the conclusions of any investigation into the proposed dismissal; and
- (c) any representations from the relevant officer.

102.8 Any independent person appointed to the Panel shall be entitled to the same allowances and expenses as they are entitled to in respect of their role as independent person under the 2011 Act.

103. ASSISTANTS FOR POLITICAL GROUPS

103.1 No appointment shall be made to a post established by the authority pursuant to Section 9 of the Local Government and Housing Act 1989 (assistants for political groups) (referred to in this Standing Order as a “political assistant post”), until the Council has allocated a political assistant post to each of the political groups which qualify for one under that section.

103.2 No political assistant post shall be allocated by the Council to a political group which does not qualify for one, under Section 9 of the Local Government and Housing Act 1989.

103.3 No political group shall be allocated more than one political assistant.

104. FILLING OF STAFF VACANCIES – RELATIVES OF MEMBERS OR OFFICERS AND CANVASSING

- 104.1 A candidate for any appointment to the staff of the Council who knows that they are related to any member or officer of the Council shall, when making application, disclose that relationship in the application. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and, if appointed, shall be liable to dismissal without notice. Every member and officer of the Council shall disclose to the Chief Executive any relationship known to exist between such a member or officer and any person whom they know to be a candidate for an appointment under the Council, and the Chief Executive shall forthwith report such disclosure to the committee, sub-committee or person making the appointment.
- 104.2 For the purpose of this rule, persons shall be deemed to be related if they are husband and wife or cohabitee or, if either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse or cohabitee of the other.