

# **A Guide to Council, Cabinet and Committee meetings**

January 2020

# A Guide to Cabinet, Council and Committee Meetings at the Civic Centre

## WHERE AND WHEN

Welcome to the London Borough of Harrow.

This guide explains the way meetings of the Council, the Cabinet, Committees and Panels are organised.

Almost all our meetings are open to the public so you can sit in on the whole meeting, or just for the discussion on one subject in which you have a special interest. We have also arranged the business so that near the start of the meeting you can ask questions, hand in a petition, or make a 10-minute deputation relevant to the business of the meeting.

[Note: It is not possible to make a deputation at Council or Cabinet Meetings].

The procedures can seem complicated, so if you need more explanation or information, please contact Democratic Services during office hours, or talk to one of the Council officers on duty at the meeting you are attending. Democratic Services contact details are set out on pages 6 and 7 of this booklet.

Meetings normally start at 7.30 pm (please note Cabinet and Planning Committee start at 6.30 pm) at the Civic Centre, Station Road, Harrow. A poster is produced every Friday, listing all meetings for the week ahead and meetings are listed on our website. If you intend to come to a meeting it is advisable to check within 5 days of the meeting that the arrangements have not altered since the poster was issued.

Meetings are held in the Council Chamber or one of the Committee Rooms. Rooms 1, 2 and 3 are on the Middlesex Floor and 5 & 6 are on the First Floor.

## COUNCIL, THE CABINET, OVERVIEW & SCRUTINY, COMMITTEES AND PANELS

The contact details for Democratic Services officers for the principal Committees are detailed at the end of this leaflet. Information can also be obtained by telephoning during office hours on 020 8424 1277. Alternatively, email [democratic.services@harrow.gov.uk](mailto:democratic.services@harrow.gov.uk) or view our website [www.harrow.gov.uk](http://www.harrow.gov.uk).

### WHAT HAPPENS?

An agenda is published for every Committee approximately one week before the meeting and can be viewed online at [www.harrow.gov.uk](http://www.harrow.gov.uk). Agendas set out the items which are to be discussed, and include copies of reports prepared by Council Officers. A few copies are available for the public at the meeting.

An agenda will be in two sections. Part I is open to the public and all reports are attached. Part II is exempt (private) and these items will not have a report attached. The Council's policy is to make as much information as possible available to the public. There will, however, be occasions when we cannot release particular information.

Information that may be withheld includes matters relating to:

- ◆ personal privacy;
- ◆ information given in confidence by a third party;
- ◆ commercial confidentiality.

Any recommendations of the Cabinet; Governance, Audit, Risk Management and Standards; Licensing and General Purposes; Overview and Scrutiny, Pension Fund or Planning Committees are submitted to the full Council, which will normally meet four times a year. The Authority's executive decisions are taken by the Cabinet or by the Executive Portfolio Holders.

Agendas and minutes are published on the Council's website [www.harrow.gov.uk](http://www.harrow.gov.uk)

The rules of debate and decision making are contained in the Council's Constitution - a copy is kept at the Civic Centre Information Desk for inspection. The Constitution can also be viewed on the Council's website.

## MEMBERS AND OFFICERS

Council Officers introduce the reports and advise Councillors. Councillors make the decisions on the reports.

## PARTICIPATION BY MEMBERS OF THE PUBLIC

A guide to the procedure for asking questions, presenting petitions or making deputations is given below. Any member of the public wishing to use these procedures should contact the appropriate Democratic Services officer, listed on pages 6 & 7 of this booklet.

## PUBLIC QUESTION TIME

The Council, Cabinet and most other decision making bodies allow 15 minutes for a 'question time'. The rules are as follows:

- a) any Harrow resident or representative of a local organisation may ask a question of an Executive Portfolio Holder, the Chair of a Committee, Sub-Committee or Panel;
- b) questions can be asked on anything within the decision making body's terms of reference except individual cases or on issues which relate to staffing and conditions of service;
- c) questions should be sent in writing to the Director of Legal and Governance Services to arrive no later than 3.00 pm two clear working days before the day of the meeting. For example, if the Cabinet meetings fall on a Thursday, the deadline for questions is the previous Monday at 3.00 pm (provided there are no public holidays);
- d) each question must be emailed from the questioner's email address, give the name and address of the questioner and name of the Member of the Executive or Chair of the Committee to whom it is to be put;
- e) one written question and one oral supplementary question relating to the content of the answer to the written question is allowed;
- f) questions will usually be answered by the Chair of the relevant committee or an Executive Portfolio Holder, either verbally or in writing.

## PETITIONS

There is the opportunity for a Council or Committee member, or a member of the public to present a petition at every meeting. Petitioners are requested, where possible, to give prior notice to the appropriate officer who will advise further on the procedure. If sufficient notice is received a note of the petition will appear on the agenda for the relevant meeting.

If the Petition concerns a matter under consideration at that meeting, it will be taken into account as part of that consideration. If the Petition is unrelated to any agenda item, it is likely to be referred to a future meeting of the relevant Committee body.

## DEPUTATIONS

Harrow's residents or organisations may make a "deputation" (i.e. state their case on a particular issue) on any matter appearing on the agenda at the relevant meeting of a Committee or Panel (but not at the Council or Cabinet). *(See next section for information about Planning Committee arrangements).*

A request for a "deputation" should be made in writing (a minimum of 2 clear working days' notice is requested) and signed by 10 or more residents, or representatives. The Committee or Panel can, however, decide to accept a deputation not notified in this way.

A deputation can include up to 4 people and all may speak. There is, however, a time limit of 10 minutes to make the deputation and a limit of 2 deputations at any meeting. Members may then spend up to 10 minutes questioning the deputation.

A deputation will be heard immediately before the relevant item to which it relates.

## PLANNING APPLICATIONS

There is a separate procedure for representations by objectors and applicants at meetings of the Planning Committee in relation to planning applications recommended for approval. Please contact the relevant Democratic Services Officer, whose details are listed on page 6 of this booklet, if you require any assistance.

## PLEASE NOTE

If you need more information on anything in this brochure, please contact Democratic Services on 020 8424 1277. Or we can be contacted by emailing [democratic.services@harrow.gov.uk](mailto:democratic.services@harrow.gov.uk).

## REFRESHMENTS

A drinks vending machine in the main reception area is available for your use.

## TOILETS

Toilets are situated on the Lower Ground Floor next to the Information Desk. There is a toilet for people with a disability on the Middlesex Floor (near Committee Rooms 1&2).

## ACCESS FOR PEOPLE WITH DISABILITIES

The doors to the Council building are automatic and there are ramps between the car park and the building. Once inside the Civic Centre, there are wheelchair accessible lifts to all floors.

## SMOKING

Visitors are asked to note that smoking is not allowed in the Civic Centre.

## FIRE/FIRST AID

Instructions on what to do in the event of a fire are displayed on the notice boards. PLEASE read these instructions.

If First Aid is needed, please contact a member of the uniformed staff on duty at the Information Desk (Main Entrance).

## CAN WE HELP?

If you need any further information or have any suggestions on how we can improve facilities for members of the public attending meetings please contact Democratic Services on Tel No. 020 8424 1277 or contact us by email [democratic.services@harrow.gov.uk](mailto:democratic.services@harrow.gov.uk).

## COMMITTEES OF THE COUNCIL

<b>Committee</b>	<b>Contact</b>
<b>Council</b>	Alison Atherton <a href="mailto:alison.atherton@harrow.gov.uk">alison.atherton@harrow.gov.uk</a>
<b>Governance, Audit, Risk Management and Standards Committee</b>	Miriam Wearing <a href="mailto:miriam.wearing@harrow.gov.uk">miriam.wearing@harrow.gov.uk</a>
<b>Health and Wellbeing Board</b>	Miriam Wearing <a href="mailto:miriam.wearing@harrow.gov.uk">miriam.wearing@harrow.gov.uk</a>
<b>Licensing and General Purposes Committee</b>	Alison Atherton <a href="mailto:alison.atherton@harrow.gov.uk">alison.atherton@harrow.gov.uk</a>
<b>Licensing Panel</b>	Democratic Services <a href="mailto:democratic.services@harrow.gov.uk">democratic.services@harrow.gov.uk</a>
<b>Overview and Scrutiny Committee</b>	Daksha Ghelani <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
<b>Call-In Scrutiny Sub-Committee</b>	Daksha Ghelani <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
<b>Health and Social Care Scrutiny Sub-Committee</b>	Daksha Ghelani <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
<b>Performance and Finance Scrutiny Sub-Committee</b>	Mwim Chellah <a href="mailto:mwimanji.chellah@harrow.gov.uk">mwimanji.chellah@harrow.gov.uk</a>
<b>Pension Fund Committee</b>	Daksha Ghelani <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
<b>Planning Committee</b>	Nikoleta Nikolova <a href="mailto:nikoleta.nikolova@harrow.gov.uk">nikoleta.nikolova@harrow.gov.uk</a> / Mwim Chellah <a href="mailto:mwimanji.chellah@harrow.gov.uk">mwimanji.chellah@harrow.gov.uk</a>

## THE EXECUTIVE (CABINET)

Committee	Contact
<b>Cabinet</b>	Alison Atherton <a href="mailto:alison.atherton@harrow.gov.uk">alison.atherton@harrow.gov.uk</a> / Nikoleta Nikolova <a href="mailto:nikoleta.nikolova@harrow.gov.uk">nikoleta.nikolova@harrow.gov.uk</a> /
<b>Corporate Parenting Panel</b>	Mwim Chellah <a href="mailto:mwimanji.chellah@harrow.gov.uk">mwimanji.chellah@harrow.gov.uk</a>
<b>Harrow Business Consultative Panel</b>	Mwim Chellah <a href="mailto:mwimanji.chellah@harrow.gov.uk">mwimanji.chellah@harrow.gov.uk</a>
<b>Major Developments Panel</b>	Miriam Wearing <a href="mailto:miriam.wearing@harrow.gov.uk">miriam.wearing@harrow.gov.uk</a>
<b>Traffic and Road Safety Advisory Panel</b>	Daksha Ghelani <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
<b>Employees' Consultative Forum</b>	Daksha Ghelani <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>

**NOTE:** *The balance of the Executive Advisory Panels, Licensing and General Panels, Consultative Forums and Standards Panel may variously be clerked by the officers mentioned above.*

Contact the Democratic Services team for details.

**Tel:** 020 8424 1277

**Email:** [democratic.services@harrow.gov.uk](mailto:democratic.services@harrow.gov.uk)

If you have any comments about the administrative arrangements for meetings or feel that additional information should be provided to members of the public attending meetings please write to:-

Elaine McEachron  
Democratic and Electoral Services Manager  
Legal and Governance Services Department  
First Floor, West Wing  
Civic Centre  
Harrow  
HA1 2UH

E-mail: [democratic.services@harrow.gov.uk](mailto:democratic.services@harrow.gov.uk)

**This Guide is issued by Democratic Services,  
Legal and Governance Services Department.**