

APPENDIX A

The following table indicates the arrangements made by a number of local authorities for the format of their Council meetings.

The table is followed by some brief details of the Councils' agenda arrangements.

Local Authority	Frequency of Council Meetings	Members Questions & Time Allocated	Inclusion of refreshment break	Individual speech times	Motion limitations	Business remaining at guillotine
Barking & Dagenham	6 per annum	2 per Member. Those not dealt with by close of business receive written reply	No	2 minutes per Member. Total of 10 minutes per motion	10 minutes maximum per motion. No limitation on numbers	Business to be completed within 2 hours of the start of the meeting. Any remaining business carried over
Brent	6 per annum	Up to 9 questions. 1 minute to ask question, 2 minute maximum for reply	No	3 minutes for mover and general debate. 5 minutes for Leader right of reply	Maximum of 3 per meeting (1 each per political group)	Business to be completed within 3 hours (10pm). Unless otherwise directed by procedural motion all remaining items will go straight to the vote.
Bexley	5 per annum	2 questions per Member 15 Minutes allocated for Members questions (15 minutes also for public questions)	No	10 minutes for mover 5 minutes for general debate and replies (Leader only).	30 minute maximum for motions. No limitation on numbers. Motions not debated will be carried over.	11pm finish (3.5 hours in total). Any remaining business put to the vote
Enfield	8 per annum	20 questions, up to 30 minutes	No	5 minutes to the mover of a motion and to the first	Timed agenda for each	10:15pm finish (after 3.25 hour duration). Remaining items under

				opposition speaker in response, 3 minutes to the seconder and to other speakers, 2 minutes for right of replies	meeting agreed by Leader in consultation with opposition.	discussion will go to the vote. Any motions not debate can be carried over.
Islington	6 per annum	30 minutes. Maximum of 2 questions per Member	No	5 minutes for mover, anyone else speaking on the motion and the right of reply up to 3 minutes.	No more than 2 per Member	3 hour meeting duration. Any business not completed by 10:30pm goes to the vote
Southwark	5 per annum	30 minutes (15 minutes for Leader questions and 15 minute for others)	No	5 minutes for mover, general debate and right of reply up to 3 minutes	None	3 hours after the start of the meeting. Motions not dealt with go the vote. Any other items not dealt with (eg. reports) are given 15 minute extension, after which time such matters go to the vote.