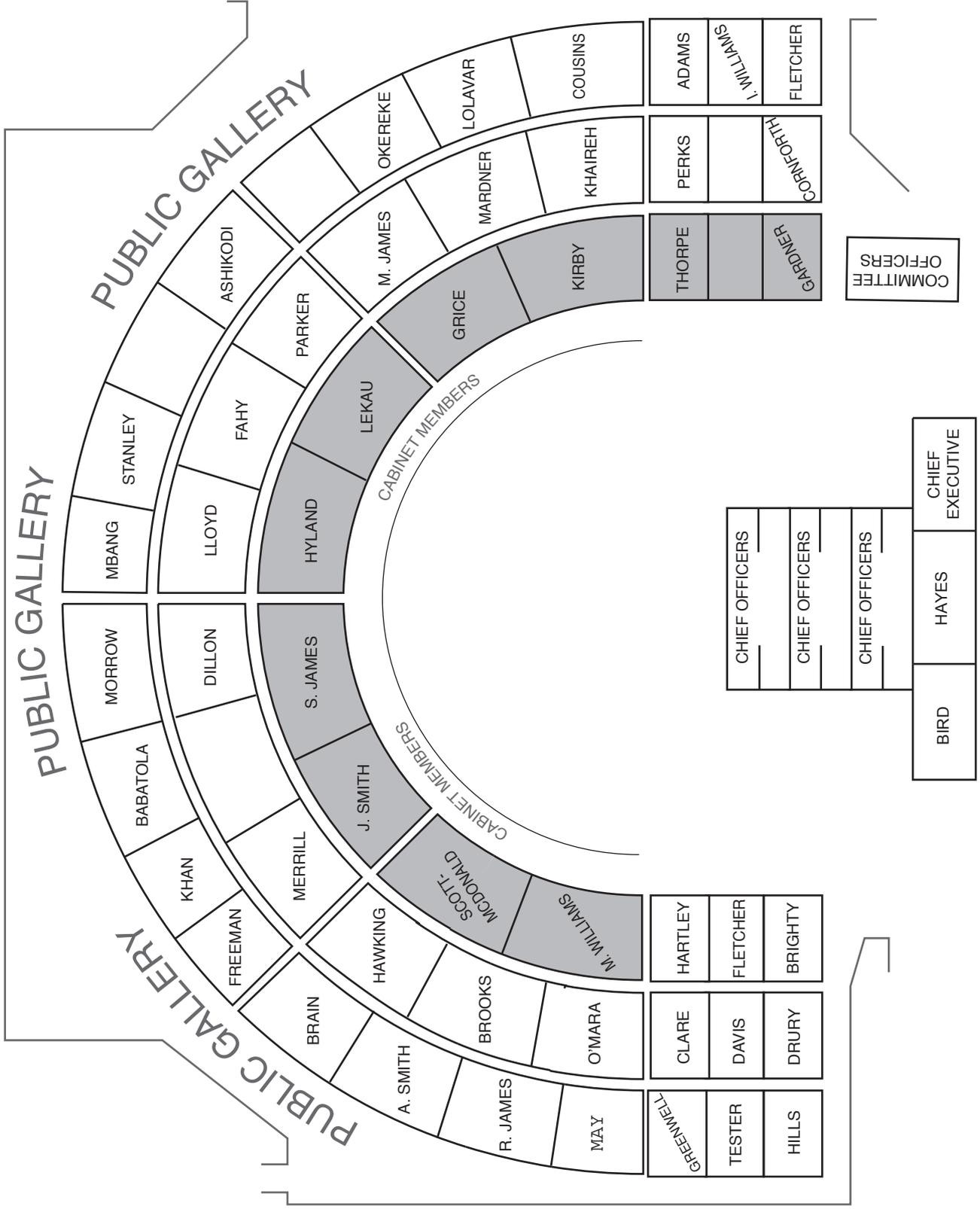


SEATING PLAN OF COUNCIL CHAMBER



COUNCILLORS WITH SPECIAL RESPONSIBILITIES

Cabinet Members and Portfolios

Councillor Danny Thorpe	Leader, Community and Corporate Services
Councillor David Gardner	Deputy Leader, Public Realm
Councillor Christine Grice	Finances and Resources
Councillor Denise Hyland	Economy, Skills and Apprenticeships
Councillor Sizwe James	Regeneration and Growth
Councillor Chris Kirby	Housing
Councillor Averil Lekau	Adult's Social Care and Health
Councillor Denise Scott-McDonald	Air Quality, Sustainability and Transport
Councillor Jackie Smith	Children's Services and Community Safety
Councillor Miranda Williams	Culture, Leisure and the Third Sector

Overview and Scrutiny

Councillor Chris Lloyd	Chair of Overview and Scrutiny Committee
Councillor John Fahy	Vice-Chair of Overview and Scrutiny Committee, Chair of Corporate Finance and Performance Scrutiny Panel
Councillor Ivis Williams	Chair of Children and Young People Scrutiny Panel
Councillor Adel Khaireh	Chair of Community Safety and Environment Scrutiny Panel
Councillor Mark James	Chair of Healthier Communities and Adult Social Care Scrutiny Panel
Councillor Clive Mardner	Chair of Housing and Anti-Poverty Scrutiny Panel
Councillor Gary Parker	Chair of Regeneration, Transport and Culture

Planning and Licensing

Councillor Sarah Merrill	Chair of Planning
Councillor Jackie Smith	Chair of Licensing

Other Bodies

Councillor Peter Brooks	Chair of the Pension Fund Investment and Administration Panel
Councillor Aidan Smith	Chair of Highways Committee
Councillor Chris Lloyd	Chair of Audit and Risk Management Panel

Leader of the Opposition

Councillor Matt Hartley	Leader of the Conservative Group
Councillor Nigel Fletcher	Deputy Leader of the Conservative Group

Party Whips

Councillor Angela Cornforth	Labour Party
Councillor Geoffrey Brighty	Conservative Party

Council Public Information

NO SMOKING

PLEASE TURN ALL MOBILE PHONES TO SILENT

Meetings of the Council

Meetings of the Full Council, when scheduled, ordinarily take place on a Wednesday. Additional meetings are sometimes arranged. A list of meetings and their dates can be found on the Council's [website](#) or at the Town Hall, The Woolwich, Eltham and Greenwich Centres. Alternatively you can contact the Corporate Governance Officer (details on the front of the agenda).

Outline of the Proceedings

Full Council is a meeting of all 51 Members of the Council (elected Councillors). The Mayor chairs the meeting (or the Deputy Mayor in his/her absence). The Deputy Mayor sits to the left of the Mayor and the Chief Executive to the right. The remaining Councillors sit in their Party Political groupings; a seating plan is included in this agenda. Council Officers (a representative from each directorate) sit on the benches in front of the Mayor. Officers attend to present reports if required, and/or answer any questions Councillors may have. They do not take part in making the decisions.

The Mayor oversees the meeting and controls the debate. All Councillors discuss the business on the agenda by addressing the Mayor; this helps to keep the debate in an orderly manner. The Mayor takes each item in turn and when he/she considers there has been sufficient debate, calls for a decision to be made or for the information to be noted. The Council may consider agenda items in a different order than they appear on the agenda.

Detailed information on the procedure to be followed when Council considers reports from Officers is set out later.

The Agenda

The Agenda is made up of the items of business to be considered at the meeting. It includes reports that ask the Council to make decisions and reports of Committee meetings.

Declarations of interest

Members of the Council are required to declare any interests that they might have in an item on the agenda. In some cases the Councillor who has declared an interest may not take part in consideration of the item concerned, and must leave the Chamber whilst it is considered. However, depending on the nature of the interest, a Councillor may in certain circumstances, having declared an interest, speak and vote on an item.

Petitions

Members of the public may request any Member of the Council to present a petition at the meeting. The Councillor may read or briefly summarise the substance of the petition. There is no debate and the petition is referred to the appropriate Chief Officer to report back to the Council within two ordinary meetings. Only when the Council receives the report back may Members debate it and members of the Public ask to speak (see Provision for Other Public Involvement, below).

Deputations

Members of the public can request to make deputations to the Council on any issue in which the Council has powers or duties.

A person wishing to lead a deputation at the Council meeting should notify the Corporate Governance Officer not later than one week (5 working days) prior to the meeting concerned, giving reasons for the request. If the request is refused by the Mayor a letter will be sent explaining why.

Public Questions

Members of the Public may ask questions (up to a maximum of two per person, each question consisting of no more than one part). All questions must relate to issues in which the Council has powers or duties. The Chief Executive will identify the appropriate Cabinet Member to respond to each question. The Mayor may disallow any questions that he/she feels to be improper. If the request is refused a letter will be sent to the questioner explaining why.

Notice of questions should be sent by [email](#), or in writing to the Corporate Governance Section, Town Hall, Woolwich SE18 6PW. It should be with the Corporate Governance Section by no later than 12 noon, five working days before the Council meeting. The notice must contain the name and address of the sender.

Other Provision for Public Involvement

Members of the Public may also request to speak at a Council meeting on an item that appears on the agenda (at the Mayor's discretion). If a member of the public wishes to do this they should notify the Corporate Governance Officer as soon as possible prior to the meeting.

Copies of Agenda and Minutes

A number of copies of the Agenda, and the Minutes (which are the official record of the decisions made at previous meetings) are available for public use during the meeting.

Copies of the Agenda for the Council and its main Member-Level Bodies are available from the Town Hall, Wellington Street, Woolwich at least five days before the meeting; or on line via the Council's website at <http://committees.royalgreenwich.gov.uk> .

The Council will make every effort to provide a translated, Braille, audio or large print copy of an agenda item(s) if you request this from the Corporate Governance Officer named below, but this will take some time to prepare and may not be available in advance of the meeting.

Background Papers

Background Papers are listed at the end of each item. They are documents such as letters, memoranda, reports and previous items that the author has used to write the report. Members of the public can inspect and copy these documents by contacting the relevant report author listed at the bottom of each report.

Disabled Access, Interpreters/Signers

Most meetings are held in the Town Hall, Woolwich, which has wheelchair access, good lighting and an induction loop system for the hard of hearing. Meetings held elsewhere are normally in wheelchair-accessible locations. Provided you give reasonable advance notice to the Corporate Governance Officer, the Council can usually arrange for an interpreter or signer to attend the meeting.

Video and Audio recording of meetings

Filming of the meeting is permitted as is photography, without the use of flash. However this must be conducted in a polite manner which does not cause disruption to the meeting.

The meetings of the Council are also live streamed to the Council's [website](#) and whilst every effort has been made to ensure that members of the public will not be filmed, it is not possible to exclude all areas of the public gallery from the recorded images.

If you will be accompanied by children or you are a young person (16 and under) attending on your own, consent must be given by the parent or guardian to attend. If consent is not given the child/young person will not be permitted into the chamber as incidental filming of them may not be possible to prohibit.

Please note that the recordings will be retained in accordance with the Authority's Retention Guidelines.

By attending this meeting you are deemed to have given your consent to the potentiality of being filmed, recorded and for those images to be used by the Council's web site or for other relevant purposes by the Authority; e.g. training.

Your Views

The Chief Executive is responsible for the arrangements and presentation of agendas, for meetings of the Council and its Member-Level Bodies. If you have any comments, complaints or questions about the meeting please contact:-

Daniel Wilkinson Corporate Governance Officer
Tel No: 020 8921 5102
Email: daniel.wilkinson@royalgreenwich.gov.uk

Gurdeep Sehmi Corporate Governance Manager
Tel No: 020 8921 5134
Email: gurdeep.sehmi@royalgreenwich.gov.uk

Procedure for Discussing Reports

1. The Mayor will call the item number and page number of the report.
2. The Mayor will then take any written questions submitted by Members that relate to the report concerned.
3. Members of the public present at a meeting, who have asked to speak on the matter may be allowed to do so and if so, will be taken next.
4. The Mayor may invite the relevant Cabinet Member or another appropriate Councillor to move the decisions to be taken and to open the discussion of the report. Recommendations are usually contained within the report; these may be moved as printed, or with amendments, or different recommendations may be moved. In some cases the Mayor may move the recommendations in the report him/herself, a seconder is not required.
5. The Mayor will invite Members of the Council to indicate if they wish to speak on the report. Members may speak only once on each item except where permitted by Standing Order A1.72. Any amendments moved to the recommendations during the debate must be seconded.
6. At the end of a debate the Mayor will invite the Councillor who moved the original recommendations to respond to comments made in the debate before the Council is asked if it agrees the recommendations moved.

Notes:

Variations to this procedure may arise when the Council is considering different types of reports.

Procedures for debate are set out in the Council's Standing Orders, including procedures to enable recommendations to be moved, or amendments to be made to recommendations on the agenda.

Motions to Council – process of debate

