

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE OF MEETING:	30 October 2024		
DATE:	22 October 2024		
TITLE:	Proposals from the Constitution Informal Working Group		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Monitoring Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

<p>SUMMARY:</p> <p>The Constitution Informal Working Group (“CIWG”) has met four times since its establishment in March 2024. The ‘deep dive’ area the CIWG has been working on during that time is the preparation of a set of “Council Procedure Rules”. These are now presented to CPP in draft for consideration and onwards recommendations to Cabinet along with a schedule of other substantive changes to the Constitution and a separate schedule of minor consequential drafting changes.</p> <p>Appendices:</p> <p>Appendix 1: List of Key Issues Appendix 2: Draft Council Procedure Rules Appendix 3: Schedule of Substantive Changes to Constitution Appendix 4: Schedule of minor amendments to the Constitution Appendix 5: Minutes of all CIWG meetings during 2024 (21 October minutes to follow)</p>
<p>KEY ISSUES:</p> <p>The attached draft Council Procedure Rules are the culmination of work undertaken by the CIWG since May 2024. Their purpose is to draw together all the procedural rules that apply to meetings of Full Council for ease of reference for Members, officers and members of the public.</p> <p>The draft Council Procedure Rules pick up the key issues identified by the CIWG in its first meeting around introducing a ‘Budget Meeting’, Notices of Moton, Questions to Cabinet Members and Chairs.</p> <p>There is an additional schedule of Substantive Changes to the Constitution to address the proposed changes to the number of Members on Planning Committee, Licencing Committee and Licensing and Appeals Board, changes to Standing Order 34 on Members’ right to speak at meetings and lastly introducing a defined procedure around the election and removal of a Leader. There is also one other proposed amendment to Standing Order 23 to rationalise the procedure around Chief Officer recruitment.</p> <p>The proposed introduction of Council Procedure Rules means there would be a consequential impact on Standing Orders, for which there is a Schedule of Minor Amendments to the Constitution schedule for consideration. It should be noted that until there is a set of Procedure Rules for Cabinet and Committees, there will necessarily be duplication between the Standing Orders and the Council Procedure Rules, but this will be</p>

addressed through the work of the CIWG during 2025.

There is a list of key issues included with this paper at Appendix 1 for ease of reference for Members. This is not a fixed list of issues for consideration by CPP; any section of the appendices can be debated.

OTHER OPTIONS CONSIDERED:

- A) In identified areas of the appendices there are 'alternatives' set out within the drafting for consideration by CPP, however this does not preclude other alternatives being moved at CPP.
- B) Members are directed to the minutes of the CIWG meetings for reference to other options considered.

RECOMMENDATIONS:

CPP is invited to consider the attached drafts of:

- 1. Council Procedure Rules
- 2. Schedule of Substantive Changes to Constitution
- 3. Schedule of minor amendments to Standing Orders

and determine the onward recommendations to Cabinet with regards to any changes, alterations, deletions or additions to the listed documents.

REASONS FOR RECOMMENDATIONS:

To support the process of the review of the Constitution.

REPORT DETAIL

1. Introduction

The Constitution Informal Working Group ("CIWG") has met four times since its establishment in March 2024. The 'deep dive' area the CIWG has been working on during that time is the preparation of a set of "Council Procedure Rules". Other substantive changes were considered.

The CIWG will be determining its forward work programme for the continuing review of the Constitution in the New Year.

The current proposals are due to be considered by Cabinet on 5 November 2024 and Full Council on 28 November 2024.

2. Proposal.

CPP is invited to consider the attached drafts of:

- 1. Council Procedure Rules
- 2. Schedule of Substantive Changes to Constitution

3. Schedule of minor amendments to Standing Orders

and determine the onward recommendations to Cabinet with regards to any changes, alterations, deletions or additions to the listed documents.

3. Issues for the Panel to Consider

There is a list of key issues included with this paper at Appendix 1 for ease of reference for Members. This is not a fixed list of issues for consideration by CPP; any section of the appendices can be debated.

4. Corporate Priorities

With regards to the new proposed Corporate Strategy, reviewing the Constitution will serve to promote the following priority:

Efficient and effective delivery of our services: To provide cost-effective, efficient services that meet the needs of our local communities, promote good governance, and provide sustainable financial planning and appropriate staffing.

And the following key principle:

Transparently: We will be open, honest and transparent in our decision making and ensure we follow best practice in governance

5. Financial Implications

There will be a resource strain in the Finance team in order to cover the cost of reviewing proposed amendments or alternative budgets before Full Council. This additional resource requirement is in the process of being estimated by the section 151 officer.

6. Any other Implications/Risks

The review of the Constitution supports the Annual Governance Statement and Code of Corporate Governance.

Appendix 1 draws attention to any other risks and implications with regards to the identified key issues.

7. Equal Opportunity Considerations

None

8. Environmental Considerations

None

11. Background Papers

None.