

**CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE**

A meeting of the Constitution and Members' Development Committee was held on 13 November 2014.

**PRESENT:** Councillors R Kerr (Chair); R Brady (Vice-Chair); J Brunton, D Budd, P Cox, J Hobson, R Lowes, T Mawston and N J Walker

**OFFICERS:** B Carr, N Sayer and K Whitmore

**DECLARATIONS OF INTERESTS**

There were no Declarations of Interest made at this point of the meeting.

1 **MINUTES - CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE - 24 JUNE 2014**

The minutes of the Constitution and Members' Development Committee were taken as read and approved as a correct record.

2 **REVIEW OF THE COUNCIL'S CONSTITUTION**

The Assistant Director - Organisation and Governance submitted a report, the purpose of which was to consider a review of the Council's Procedure Rules as part of a wider review of the Council's Constitution.

Members were advised that an in-depth review of the Constitution had not taken place for a number of years and it was considered that a review of the full Constitution was required prior to the local elections in May 2015.

Given the length of the current Constitution, it was proposed that the review should be undertaken in three phases:

Phase 1 - Council Procedure Rules;

Phase 2 - Summary and Explanation, Articles of the Constitution, Codes and Protocols, Responsibility for Functions and Rules of Procedure (excluding Council Procedure Rules);

Phase 3 - Appendices (e.g. councillor/officer profiles).

In terms of the approval process, it was intended that all three phases of the review would be submitted to the Constitution and Members' Development Committee for approval prior to the submission of a report with recommendations to full Council.

Subject to approval by this Committee, it was proposed to submit a report to Council with regard to the review of the Council Procedure Rules on 26 November 2014. If the revised Council Procedure Rules were confirmed by the Council, the changes would come into effect at the Council meeting scheduled for 7 January 2015.

The Executive Office Manager outlined the main changes to Council Procedure Rules. In view of the importance of the Council Procedure Rules, an independent legal check had been undertaken and a copy of a summary of the key suggested changes to the draft Council Procedure Rules, following the receipt of the legal advice was circulated to Members.

The Executive Office Manager outlined the key suggested changes and advised Members that there would be an opportunity for further comment on the revised Council Procedure Rules between the period of the Rules being presented to Council and the date of implementation.

**AGREED** as follows:

1. That the phased approach to the review of the Council's Constitution, as outlined in the report be confirmed.
2. That the Council's Monitoring Officer be authorised to incorporate the key changes suggested by the independent legal expert into the Council Procedure Rules, together with any inconsequential changes that removed ambiguities or corrected typographical or grammatical errors.
3. That a report recommending that the revised Council Procedure Rules be confirmed be submitted to the Council meeting scheduled for 26 November 2014 and that if confirmed at that meeting, the changes would come into effect at the Council meeting scheduled for 7 January 2015.