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CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE

A meeting of the Constitution and Members' Development Committee was held on Thursday 26 March 2026.

PRESENT: Councillors J Banks (Chair), J Kabuye (Vice-Chair), D Coupe, D Jackson, L Lewis and I Morrish

OFFICERS: C Benjamin and C Jones

APOLOGIES FOR ABSENCE: Councillors P Storey and L Young

25/21 **WELCOME AND FIRE EVACUATION PROCEDURE**

The Chair welcomed all attendees to the meeting and explained the fire evacuation procedures.

25/22 **DECLARATIONS OF INTEREST**

There were no declarations of interest received at this point in the meeting.

25/23 **MINUTES OF THE CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE - 11 DECEMBER 2025**

The minutes of the Constitution and Members' Development Committee meeting held on 11 December 2025 were submitted and approved as a correct record.

25/24 **CONSTITUTION UPDATES - QUARTERLY REPORT**

The Corporate Director of Legal and Corporate Services presented a report that requested that the Committee noted the amendments to be made to the Constitution by the Monitoring Officer under the delegated authority as set out at Section 2.4 of the Constitution, and which will be reported to the next meeting of Full Council.

There were no suggested amendments that required approval at Full Council for the purposes of the report.

Members were asked to note the following schedule of amendments to the Constitution, authorised by the Monitoring Officer under delegated powers:

Para Number	Current Wording	Amended Wording	Reason for Change
ALL	Amend all Director titles to reflect the changes further to the SMT review effective 01.01.26	All titles to be updated	Minor – Clarity Incorrect titles
4.8.4 (f) (iv)	The business to be considered at the Budget Meeting shall be limited to the budget reports, subject to the Chair having discretion to accept additional items other than those relating to the budget in exceptional or urgent circumstances. Accordingly the following items shall be excluded from the	The business to be considered at the Budget Meeting shall be limited to the budget reports, subject to the Chair having discretion to accept additional items other than those relating to the budget in exceptional or urgent circumstances. Accordingly the following items shall be excluded from the	Minor – Incorrect numbering Reference at this para to (iv) (xii) to v) is incorrect. Correct reference is (iv) (xii) to (xv)

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	Council Budget Meeting agenda set out at 4.8.4(c) unless the Chair agrees otherwise for the efficient discharge of Council business: (i) (iv); (ii) (vii) to (x); (iii) (xi b-d); (iv) (xii) to v).	Council Budget Meeting agenda set out at 4.8.4(c) unless the Chair agrees otherwise for the efficient discharge of Council business: (i) (iv); (ii) (vii) to (x); (iii) (xi b-d); (iv) (xii) to xv).	
5.11.14 (a)	a) If a Member or an Officer receives an offer on behalf of the Council which falls outside the general consents set out in paragraph 5.12.5 , regardless of value, they must:	a) If a Member or an Officer receives an offer on behalf of the Council which falls outside the general consents set out in paragraph 5.11.12 regardless of value, they must:	Minor – Incorrect numbering Reference at this para to 5.12.5 is incorrect as this para does not exist. Correct reference is 5.11.12.
9.3.2	Deputy: Head of Legal Services (People) Head of Policy, Governance and Information	Deputy: Head of Legal Services (People)	Minor – Clarity Head of Policy, Governance and Information is no longer a Deputy Monitoring Officer. Job title is also incorrect, but as this is being removed, is not relevant.

It was noted that the report to Full Council for the Annual Meeting will include all of the updates that have been brought before this committee, including those that have been authorised by the Monitoring Officer under the delegated authority, and those recommended to and approved by Full Council since the introduction of new constitution.

The Corporate Director of Legal and Corporate Services advised that a challenge had been identified in regard to how Deputy Chief Officers were defined and referred to within the constitution, specifically in relation as to how they were recruited, and the role of the Chief Officer Committee. This would be considered further and a solution would be updated to the Constitution and Members' Development Committee in due course, and in advance of the Full Council meeting in May.

The Corporate Director of Legal and Corporate Services advised that recent legislative changes would enable elected members to join the Local Government Pension Scheme from 11 May 2026 and that a consequential technical amendment to the Constitution would be required.

The Corporate Director also requested input from members on which areas of the Constitution they wished to focus on and improve. She advised that she would follow up with an email request and asked members to discuss this with their political groups and provide feedback in due course.

A query was raised regarding omissions within the Constitution relating to member standards, in particular Code of Conduct arrangements (paragraph 1.4). Members discussed the relevant section and noted that officers would review the provisions as part of the ongoing Constitution update.

ORDERED that, the Constitution and Members Development Committee noted the amendments to be made to the Constitution by the Monitoring Officer under the

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delegated authority as set out at Section 2.4 of the Constitution, and which would be reported to the next meeting of Full Council.

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ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, CAN BE CONSIDERED

None.