

# Public Document Pack

## Constitution Working Party

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Held at Meeting Room 1 - Ryedale House, Malton, North Yorkshire YO17 7HH  
on Thursday 20 June 2019

### Present

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Councillors Clark, Steve Arnold and Duncan (Chair)

### In Attendance

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Simon Copley and Tony Galloway

### Minutes

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1           **Apologies for absence**

Apologies for absence were received from Councillors Burr, Cleary and Keal.

2           **Minutes of the Meeting of the Constitution Working Party on 10 March 2016**

The draft minutes of the meeting of the Constitution Working Party held on 10 March 2016 were presented.

**Resolved**

That the draft minutes of the meeting of the Constitution Working Party held on 10 March 2016 be noted and items within be reconsidered as necessary.

3           **Urgent Business**

There were no items of urgent business which the Chairman considered should be dealt with as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972 (as amended).

4           **Declarations of Interest**

No interests were declared.

5           **Constitution Review Work Programme**

The Democratic Services Manager submitted a report (previously circulated) which set out options for a plan of work for the Constitution Working Party.

Members discussed each suggested item in the work programme and made recommendations regarding its inclusion and scheduling. Each

recommendation in the scrutiny report on meeting start times and management of meetings was also discussed.

The next meeting date was set as Monday 22 July 2019 at 6.30pm, subject to the availability of Members not present and also those invited for specific items of business.

**Recommendation**

That the work programme attached as Appendix 1 of the minutes be approved.

**6 Any other business that the Chairman decides is urgent.**

There being no other business, the meeting closed at 8.20pm.

## Constitution Review Work Programme

### Appendix 1

Aim	Issue	Details	Scheduling
<b>A full review of all governance arrangements</b>	Comprehensive review of the Constitution	Several Members have suggested that a comprehensive review of the Constitution be undertaken. This would have to be carried out as a rolling programme across the 4 year term of office. Staffing resources would allow for a meeting every 3 months, each one looking at 1 or 2 issues. A full review would have the advantage of allowing the Working Party to take a holistic view of the whole of the Council's governance arrangements and the many threads relating to different issues which run through the component parts of the Constitution.	That a comprehensive review of the Constitution be undertaken once those items prioritised for consideration have been dealt with.
<b>The efficient and effective conduct of meetings</b>	Business not concluded at the last meeting of the Constitution Working Party	A meeting of the Constitution Working Party took place in 2016, at which some business was deferred until the next meeting. The business related to suggested improvements in the management of meetings.	That this item be removed from the work programme and any parts of the business that require reconsideration be picked up as part of the other Constitution review work.
	Scrutiny Review of Meeting Start Times and Management of Meetings	In 2017 the Overview & Scrutiny Committee conducted a review of meeting start times and management of meetings. Policy & Resources Committee referred this to the Constitution Working Party but it has not met subsequently. A copy of this report is attached to this work programme.	That this item be considered at the next meeting.

## Constitution Review Work Programme

### Appendix 1

	Leader's Statement and Questions	<p>It has been suggested that a written Leader's Statement must be circulated with the Council agenda, rather than being tabled at the meeting or a verbal statement being given.</p> <p>It has also been suggested that written notice should be given of questions on the Statement.</p>	That this item be considered at the next meeting, linked to the scrutiny report above.
	Indicative Timings	One of the service health checks suggested that consideration be given as to whether to use indicative timings on agendas for meetings.	That this item be considered at the next meeting, linked to the scrutiny report above.
<b>Supporting standards and good conduct</b>	Corporate Governance Standards Sub-Committee	Overview & Scrutiny Committee have requested changes to the composition of the Corporate Governance Standards Sub-Committee to include one substitute Member and to the terms of reference to broaden the remit beyond dealing with individual standards cases.	That the issue of substitutes for the Corporate Governance Standards Sub-Committee specifically and sub-committees generally be considered at the next meeting.
	Standards	The Monitoring Officer has suggested that consideration be given to formulating policies at Member level to foster and encourage and develop greater civility between Councillors at Council meetings and Committees. An article from the Institute of Local Government called Promoting Civility at Public Meetings:	That this item not be considered further.

## Constitution Review Work Programme

### Appendix 1

		Concepts and Practice discusses this idea.	
<b>Clear and effective roles</b>	Member Champions	Annual Council instructed officers to undertake a review of Members Champion role, bringing any recommendations back to Policy & Resources Committee for consideration and final agreement by Full Council. Annual Council also resolved that the posts of Member Champions be fitted appropriately into the Constitution.	That this item be initially considered at the next meeting, if available, or otherwise at the following meeting.
	Planning Policy Matters	It has been suggested that it may be more appropriate for planning policy matters to sit under Policy & Resources Committee rather than Planning Committee.	That this item be considered at the next meeting, with the Chairman and Vice Chairman of Planning Committee invited to attend.
	Roles of Leader and Deputy Leader	It has been suggested that further clarity would be helpful around the roles of Leader and Deputy Leader and that role profiles could be included in the Constitution.	That this item be considered as part of the comprehensive review of the Constitution.
	Audit Committee	One of the service health checks suggested that consideration be given as to whether a separate Audit Committee should be established or whether it should continue to be part of Overview & Scrutiny Committee.	That this item be considered as part of the comprehensive review of the Constitution.
	Senior Management Contracts Working Party	Policy & Resources Committee suggested that the role and composition of this meeting be reviewed and also its status, in	That this item be considered as part of the comprehensive review of the Constitution.

## Constitution Review Work Programme

### Appendix 1

		terms of whether it should be a working party or a sub-committee.	
	Chair or Chairman?	It has been suggested that use of the term "chairman" should be reviewed and the alternative of "chair" considered.	That this item be considered as part of the comprehensive review of the Constitution.