

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Mel Peaston
direct line 0300 300 4050
date 8 July 2010

CONSTITUTION ADVISORY GROUP MEETING

Date:	Tuesday, 13 July 2010			
Time:	2.00 p.m.			
Venue:	Council Chamber, Priory House, Monks Walk, Shefford			
Members	Cllrs	Mrs C F Chapman MBE D Jones M Jones	Cllrs	D Lawrence S F Male A J Shadbolt

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **NOTES OF THE LAST MEETING**

To receive the notes of the last meeting held on 1 June 2010.

[Attached](#)

3. **AMENDMENTS TO THE CODE OF CONDUCT FOR OFFICERS**

To inform the Advisory Group of proposed changes to the Code of Conduct for Officers with regard to hospitality and gifts.

[Attached](#)

Report of the HR Manager Policy.

4. **REVIEW OF CONSULTATION AND NEGOTIATION ARRANGEMENTS WITH PROFESSIONAL ASSOCIATIONS (JCNC)**

To consider the views of General Purposes Committee regarding consultation and negotiation with the professional associations for primary and secondary education and make a recommendation to Council accordingly.

[Attached](#)

Report of the Acting Assistant Director, People and the Head of Democratic Services.

5. **PROGRESS REGARDING THE CONSTITUTION ON THE WEBSITE**

To receive a verbal report of the Interim Committee Services Manager regarding the progress of making the Constitution more accessible on the website.

[Verbal](#)

6. **CONSTITUTION UPDATE**

To note and endorse the proposal to publish the updated Constitution.

[Attached](#)

Report of the Head of Democratic Services.

7. **WORK PROGRAMME**

To consider the Group's Work Programme.

[Attached](#)

Report of the Head of Democratic Services.

8. **DATE OF NEXT MEETING**

The next meeting will be held on Monday 18 October 2010 at 2.00pm in Room 15b, Priory House, Monks Walk.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CONSTITUTION ADVISORY GROUP** held at Room 15A, Priory House, Monks Walk, Shefford on Tuesday, 1 June 2010

PRESENT

Cllr (Chairman)

Cllrs Mrs C F Chapman MBE
D Jones

Cllrs Mrs A M Lewis
S F Male

Apologies for Absence: Cllrs M R Jones
D J Lawrence

Members in Attendance: Cllrs D Bowater,

CAG/10/60 **Apologies for absence**

Apologies for absence were received from Councillors Maurice Jones and David Lawrence.

CAG/10/61 **Election of Chairman**

Councillor Male was duly elected Chairman for the 2010/11 municipal year.

Following his election, the Chairman indicated that he proposed to vary the order of the agenda by bringing forward item 10 to follow item 5, to facilitate officer attendance.

CAG/10/62 **Notes of the previous meeting**

The notes of the meeting held on 1 April 2010 were approved as a correct record and signed by the Chairman.

CAG/10/63 **Review of the Policy Framework - New Regulations on Children's Trusts, Children and Young People's Plans and Child Poverty.**

The Deputy Chief Executive and Director of Children's Services gave a presentation on recent changes in the legislation relating to the Children and Young People's Plan and the duty relating to child poverty.

Members' attention was drawn to the published statutory guidance on co-operation arrangements, including the Children's Trust Board and the Children and Young People's Plan.

Recent changes had significantly increased the number of bodies represented on the Children's Trust Board but comments were made indicating that it would not be advisable to have a smaller executive group to make meetings more manageable. An observation was made that dividing the Board into more than one group could lead to people feeling disconnected from discussions and decisions taken at meetings they did not attend. It was suggested that the newly-formed Government might in due course re-consider whether it was helpful to require the additional representation.

The Advisory Group considered whether the full Children and Young People's Plan should be submitted to full Council or only the part of it which was the responsibility of the Council. During discussion the Group's preference for the full Plan to be put before Council emerged, together with clarification as to which parts were for Council's approval and which had been provided by partners and were for noting. The Children and Young People's Plan would therefore remain as a statutory Plan in the Council's Policy Framework (part B2 of the Constitution refers).

The Group noted the Chief Executive's reported view that the Annual Report of the Children's Trust and the Local Safeguarding Children Board should be brought before all members of the Council, possibly by way of a briefing to all Councillors. A suggestion was made that it could be submitted to Overview and Scrutiny Committee. The Group agreed to suggest this course of action to the Chief Executive.

Members noted that the Council was required to publish a Child Poverty Strategy by March 2011. The Group considered that it would be appropriate for this to be considered at an early developmental stage by the Overview and Scrutiny Committee and that after partners had also provided input, it should be taken before the Overview and Scrutiny Committee again.

AGREED

1. that no change is needed to the Policy Framework in respect of the Children and Young People's Plan;
2. to suggest to the Chief Executive that the Annual Report of the Children's Trust Board and the Local Safeguarding Children Board should be submitted to the relevant Overview and Scrutiny Committee;
3. that the Child Poverty Strategy should be prepared as a draft by the Economic Wellbeing sub group of the Children's Trust, then go to the Lead Member for comment, then the Overview and Scrutiny Committee, then the Children's Trust, then Local Strategic Partnership, then to the Overview and Scrutiny Committee again, and then to the Executive.

Associations (JCNC)

The Constitution Advisory Group considered a proposal to remove the Joint Consultative and Negotiating Committee for Primary and Secondary Education (JCNC) as a subsidiary body of the General Purposes Committee. It was noted that a number of working parties were already in place which worked effectively. It was noted that the intention was to remove the additional tier represented by the JCNC thus streamlining the processes and leading to increased efficiency.

It was noted that the submitted report together with the recommendations arising from this Group's deliberations would be before General Purposes Committee when it met on 3 June 2010. Members concurred that if the General Purposes Committee did not endorse the proposals, the recommendation proposed to be made to Council would not be submitted.

RECOMMENDED TO COUNCIL

that subject to the endorsement of General Purposes Committee, the Council's Constitution be amended at Part E2 section 7.1.5 and section 10 to remove the Joint Consultative and Negotiating Committee for Primary and Secondary Education (JCNC) as a subsidiary body of the General Purposes Committee.

NOTE: The General Purposes Committee met on 3 June 2010 and whilst supporting the recommendation to Council, proposed that another structure be put in the JCNC's place with specific meeting requirements. This proposal would have implications requiring amendments to the Constitution. As these amendments had not been before the Constitution Advisory Group for consideration, with the agreement of the Chairman of the Constitution Advisory Group and the Chairman of General Purposes Committee, the recommendation will not be submitted to Council on 24 June 2010 (see the paragraph above) and the matter will be referred to the next meeting of the Constitution Advisory Group for further consideration.

CAG/10/65

Changes to delegations authorised by the Leader, leading to amendments to the Constitution

The Advisory Group noted the changes to the Constitution authorised under her powers by the Leader of the Council (detailed in the Constitution at paragraph 3 of the Executive Procedure Rules) as set out below.

- that the Director of Children's Services be responsible for the administration and planning of the 14-19 Commissioning process including the administration and allocation of funding to commissioned post-16 Education and Skills providers in accordance with the functions transferred from the Learning and Skills Council to the Local Authority.

It was also noted that the Leader was shortly expected to approve the following correction:

- that the reference in the Director of Children's Services Delegated powers in 4.4.2 is to the whole of Section 18 of the Children Act 2004 and not only to Section 1.

(**Note:** The Leader authorised this amendment on 2 June 2010.)

AGREED

that the revisions to the Scheme of Executive Functions Delegated to Officers approved by the Leader, be noted.

CAG/10/66 Consultation Strategy - Council's Policy Framework

The Group recalled that at its last meeting consideration had been given to the Council's Policy Framework and further information had been requested about the Council's strategic approach to consultation.

The Group considered the current arrangements for consultation and whether a single document was needed to encompass the Council's approach to consultation. Comments were made that the current arrangements were sufficient, and that the Community Engagement Strategy provided clear guidance about consultation.

In view of these comments it was agreed that the reference in the Council's Policy Framework (part B2 of the Constitution refers) to a Consultation Strategy should be deleted.

RECOMMENDED TO COUNCIL

That the words "Consultation Strategy" in the Constitution at part B2 The Budget and Policy Framework, section 1.1.3.8, be removed.

CAG/10/67 Public Participation at Development Management Committee

The Group recalled that this matter had been deferred from the last meeting to enable professional advice to be given on the matter by an officer.

The Group noted that at the Town and Parish Conference on 4 November 2009 a question was asked about time limits for speakers at meetings. Research had been carried out which had established that Central Bedfordshire's arrangements were in line with best practice.

Members noted the advice of the officer at the meeting. Comments were made that the Chairman of Development Management Committee had the ability to use his discretion to allow a speaker to exceed the time allowed in the

published public participation scheme, and that from time to time the current Chairman chose to do so.

AGREED

1. to propose no changes to the Constitution on the public speaking arrangements at Development Management Committee;
2. to draw to the attention of each successive Chairman of the Development Management Committee their ability as Chairman to vary the amount of time during which a speaker may address the Committee;
3. to ensure that the terms of the public participation scheme are clear to members of the public.

CAG/10/68 **Call-in of planning applications by Members to Development Management Committee**

The Advisory Group considered a report proposing that the Constitution be amended to require the planning reason(s) to be provided when a ward member called-in an application to Development Management Committee. It was noted that Members tended to do so but currently there was no requirement for this stated in the Constitution. Providing the reason(s) enabled Members to have regard to it/them when considering the matter.

RECOMMENDED TO COUNCIL

that Part H section 4.3.95.1 of the Constitution be amended by the insertion of the words “ and supported by the planning reason(s)” after the words “on an agreed proforma” to require that the planning reason(s) be provided in writing when a ward member calls-in a planning application to be considered by Development Management Committee.

CAG/10/69 **The Council's Petitions Scheme**

The Group considered a report of the Head of Democratic Services recommending to Council the approval of a Petitions Scheme and amendment of the Constitution to comply with the Local Democracy, Economic Development and Construction Act 2009.

The report set out the current arrangements for petitions received by the Council and matters for consideration arising from the new legislation. It was noted that the current petitions scheme had been drafted in view of the legislation proposed at the time.

Members considered each matter relating to the proposed required petition scheme and debated the pertinent issues. Clarification was provided where

possible on the Council's Committee Management's facility to handle electronic petitions. It was suggested that piloting the proposed e-petition arrangements would enable them to be reviewed where needed.

AGREED

1. that the threshold for signatories for general petitions under the scheme should be 10;
2. that the threshold for petitions which must be debated at a full Council meeting should be 0.5% of the population of the Council's area (approximately 1,250 signatories);
3. that the threshold for petitions requiring senior officers to give evidence should be 0.25% of the population of the Council's area (approximately 600);
4. that the threshold for signatories for an e-petition should be 100;
5. that under the Council's petitions scheme lead petitioners be permitted a maximum of 5 minutes to present their petition to Executive or Council, and 3 minutes at other meetings, and that the provision for speaking under the Public Participation Scheme remain unchanged;
6. that the term "reviewing the adequacy of the response to the petition" is clarified as meaning reviewing the steps taken by the Council to process the petition;
7. that the timescale within which the lead petitioner must submit a request for a review by an overview and scrutiny committee should initially be 5 working days, and that this be reviewed in 12 months time.

RECOMMENDED TO COUNCIL

1. ***that the Chief Executive and all the Directors be nominated as the "senior officers" who will be subject to the requirement to give evidence at a meeting of the relevant Overview and Scrutiny Committee in response to a petition;***
2. ***that the Council's e-petitions facility, subject to satisfactory testing, be introduced with effect from 1 October 2010 or earlier;***
3. ***that the Public Petitions Scheme as set out at Appendix A to these minutes be approved;***

4. ***that the consequential amendments to Parts A4 and D2 of the Constitution as set out at Appendix B and Appendix C to these minutes be approved.***

CAG/10/70 **Work Programme**

The Group received and noted its programme of work.

It was noted that the item for the July meeting "Review of non-statutory non-executive committees and their roles" related to non-statutory bodies which the Council was not required to have.

CAG/10/71 **Date of the next meeting**

It was noted that the next meeting would be held on 29 July 2010 starting at 2.00pm in Room 13, Priory House, Chicksands.

The meeting concluded at 4.35pm.

Chairman.....

Date.....

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CONSTITUTION ADVISORY GROUP

DATE: 13th July 2010

TITLE	Amendment to Code of Conduct for Officers
REPORT OF	Sue Parsons, HR Manager Policy

PURPOSE	To inform the Advisory Group of proposed changes to the Code of Conduct for Officers with regard to hospitality and gifts.
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ORIGIN OF PROPOSAL	Officer Sub Group
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RECOMMENDATION:

that the attached amendments to the Code of Conduct for Officers (Section F3 in the Constitution) be accepted.

SUPPORTING INFORMATION

1. An internal audit was carried out early in 2010 in order to provide assurance that appropriate controls are in place to effectively mitigate or minimise the risks to the Authority associated with Members and Officers receiving gifts and hospitality. The principal objective of the audit was to determine whether there had been adequate and effective controls operating during 2009/10 in relation to the Gifts & Hospitality Register and to identify and agree remedial action with regard to control failure or system weaknesses.

2. The audit identified findings and made a number of recommendations designed to introduce new controls and procedures or to enhance and strengthen existing controls.
3. Among the findings it was found that the guidance available for Officers' declarations was unclear and could lead to some gifts and hospitality not being declared appropriately which may result in reputational damage to the Council and allegations of undue influence.
4. It was recommended therefore that the Code of Conduct for Officers be amended to explain whether offers can be accepted and which Senior Management should approve acceptance.

Contact Officer Details:	Key Background Papers:
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Sue Parsons HR Manager Policy Extn 42047 0300 300 6019	
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F3 CODE OF CONDUCT FOR OFFICERS

5. Hospitality and Gifts

- 5.1 In undertaking their duties officers may be offered gifts or hospitality from persons or organisations having, or proposing to have, a contractual or client relationship with the Council. Such offers could be made to gain an advantage over another person or organisation or could be construed as such and therefore must not be accepted without prior approval from an appropriate Assistant Director.
- 5.2 If officers receive a gift of any description then this must be made known to their Assistant Director who will decide on the course of action to be taken. Likewise only hospitality for which prior approval has been given by your Assistant Director should be accepted from outside persons or organisations. Small gifts, such as pens, calendars, diaries etc, provided they are not material in value, need not be declared.-
- 5.3 The Gifts and Hospitality form must be completed and **ANY** gifts or hospitality agreed and accepted will be recorded in writing in the register maintained by each Director for their service areas. The Chief Executive and all Directors should record the receipt of any gifts or hospitality they receive in the register maintained by the Monitoring Officer.

The Gifts and Hospitality form is available at the following link on the Intranet:

http://intranet.centralbedfordshire.gov.uk/images/Gifts%20and%20hospitality%20procedure_tcm8-16175.doc

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CONSTITUTION ADVISORY GROUP

DATE: 13 July 2010

TITLE	Review of Consultation and Negotiation Arrangements with Professional Associations (JCNC)
REPORT OF	Joint report of the Acting Assistant Director, People and the Head of Democratic Services

PURPOSE	To consider the views of General Purposes Committee regarding consultation and negotiation with the professional associations for primary and secondary education and make a recommendation to Council accordingly.
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ORIGIN OF PROPOSAL	<p>The proposal to remove the Joint Consultative and Negotiating Committee from the Council's Constitution arose from a period of review including discussions held between the Portfolio holder for Children's Services, the Director of Children's Services and the Chairman of Constitution Advisory Group.</p> <p>This matter was considered at Constitution Advisory Group at its meeting on 1 June 2010. Its recommendation was reported to General Purposes Committee on 3 June 2010 for endorsing. In view of the decision of General Purposes Committee the matter is referred back to the Constitution Advisory Group before submitting a recommendation to Council.</p>
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RECOMMENDATION:

That the Council be recommended to :-

- (1) amend section E2 (10) of the Constitution by removal of the Joint Consultative and Negotiating Committee for Primary and Secondary Education (JCNC);**
- (2) amend section E2 (7) of the Constitution consequential to the reflections of the Constitution Advisory Group.**

SUPPORTING INFORMATION

1. At its meeting on 1 June 2010 the Constitution Advisory Group considered a report recommending that the Joint Consultative and Negotiating Committee be removed from the Council's Constitution (minute CAG/10/64 refers, attached at **Appendix A**).
2. The report before the Group indicated that arrangements would be put in place for the Professional Associations' representatives to meet with the Director of Children's Services and the Portfolio holder for Children's Services. These arrangements would lead to there being no further need for the Joint Consultative and Negotiating Committee.
3. The report also indicated that any matters which remained unresolved by the Joint Consultative and Negotiating Forum would be referred to the General Purposes Committee to resolve. Subsequently this was found to have given a misleading impression in that only those matters relating to terms and conditions of service, or employment policy, would be referred to General Purposes Committee. Other matters for which the Director of Children's Services had delegated and statutory responsibilities would be determined by her.
4. The proposed Forum would enable direct communication between the Professional Associations' representatives, the Director of Children's Services and the Portfolio holder for Children's Services. No executive powers would be invested in the Forum. This structure would enable the conclusions of the existing Working Parties to be addressed with the Director and Portfolio holder in a direct and informal manner.
5. The Constitution Advisory Group, in response to the proposals in the report, agreed to recommend to Council the removal of the JCNC from the Constitution, subject to the endorsement of the General Purposes Committee which would be considering the matter on 3 June 2010.

6. The recommendation was to be as follows:-

“that Part E sections 7.1.5 and 10 of the Constitution be amended by the removal of the Joint Consultative and Negotiating Committee for Primary and Secondary Education (JCNC) as a subsidiary body of General Purposes Committee.”

Views of General Purposes Committee

7. General Purposes Committee considered the matter on 3 June 2010 and supported the proposal to remove the JCNC from the Constitution. It went on to comment that “in exceptional circumstances where any Human Resources (HR) matters relating to strategic employee policies or terms and conditions of employment for employees remained unresolved through the working parties and the Forum, these would be referred to the Committee to be resolved/determined.” (Minute GPC/10/09 refers.)
8. In addition, General Purposes Committee resolved that “a summary report be submitted for information and noting to the Committee following each meeting of the Forum and also, where possible, that Forum meetings be held shortly before scheduled meetings of General Purposes Committee so that any information was not out of date by the time it was reported to the Committee.” (Minute GPC/10/09 refers.)

Implications of General Purposes Committee’s Decision

9. The response of the General Purposes Committee has additional implications for changes to the Constitution. Further to discussions between the Chairman of the Constitution Advisory Group, the Leader of the Council and the Chairman of General Purposes Committee, and noting that the Advisory Group had recorded that if the recommendation was not endorsed by General Purposes Committee it would not be put before Council, it was agreed that the most pragmatic approach was to delay submitting a recommendation to Council. The Constitution Advisory Group should have the opportunity to consider the implications of the General Purposes Committee’s views, informed by the Chairman of General Purposes Committee who would be present at the meeting, before asking Council to consider a recommendation on the matter.
10. The next meeting of Council would be on 16 September 2010 and no further meetings of the JCNC were planned before then.
11. General Purposes Committee’s requirement that it receive a summary update from the Forum and that the Committee also have a role in resolving any matter relating to employment policies or terms and conditions of employment which remain unresolved following negotiation, would require an adjustment to the terms of reference of the General Purposes Committee. The wording would need to be approved by Council as it would be a change to the Constitution. A recommendation from the Advisory Group would need to be made to Council accordingly.

Summary of Issues

- 12. The Joint Consultative and Negotiating Forum would provide a vehicle for the Professional Representatives to discuss issues with the Director of Children’s Services and the Portfolio holder for Children’s Services. It would have no decision making powers. If decisions were required regarding terms and conditions of employment these could be referred to the General Purposes Committee, and other matters likely to be discussed could be dealt with by the Director of Children’s Services under her delegated and statutory responsibilities.

- 13. The General Purposes Committee supported the proposal to remove the provisions for the JCNC from the Constitution. However, General Purposes Committee also made clear that it would not wish to lose all responsibility in this area and that, in exceptional circumstances, where matters relating to HR policies, or terms and conditions, remained unresolved through the existing working parties and by the proposed Forum, these matters would be referred to the Committee to be resolved/determined.

- 14. General Purposes Committee also asked that a summary report be provided to it by the Joint Consultative and Negotiating Forum (JCNF) at each meeting after a meeting of the JCNF had taken place.

Amendment of the Constitution

- 15. In view of an informal Joint Consultative and Negotiating Forum being put in place it is suggested that the Joint Consultative and Negotiating Committee be removed from the Constitution (part E2 section 10 refers), and that a recommendation is made to Council accordingly.

- 16. The Constitution Advisory Group is also asked to agree any recommendation it wishes to make to Council for any further amendment to the Constitution having considered the issues and discussed them with the Chairman of General Purposes Committee present at the meeting.

Contact Officer Details:
Mel Peaston, Interim Committee Services Manager Tel: 0300 300 4050 Mel.peaston@centralbedfordshire.gov.uk

Key Background Papers:
<ul style="list-style-type: none"> 1. report to Constitution Advisory Group 1/6/10 and minute CAG/10/64 2. report to General Purposes Committee on 3.6.2010 and minute GPC/10/09

Appendix A

Constitution Advisory Group Minute 1 June 2010 Review of JCNC Arrangements with Professional Associations (CAG/10/64)

The Constitution Advisory Group considered a proposal to remove the Joint Consultative and Negotiating Committee for Primary and Secondary Education (JCNC) as a subsidiary body of the General Purposes Committee. It was noted that a number of working parties were already in place which worked effectively. It was noted that the intention was to remove the additional tier represented by the JCNC thus streamlining the processes and leading to increased efficiency.

It was noted that the submitted report together with the recommendations arising from this Group's deliberations would be before General Purposes Committee when it met on 3 June 2010. Members concurred that if the General Purposes Committee did not endorse the proposals, the recommendation proposed to be made to Council would not be submitted.

RECOMMENDED TO COUNCIL

that subject to the endorsement of General Purposes Committee, the Council's Constitution be amended at Part E2 section 7.1.5 and section 10 to remove the Joint Consultative and Negotiating Committee for Primary and Secondary Education (JCNC) as a subsidiary body of the General Purposes Committee.

NOTE: The General Purposes Committee met on 3 June 2010 and whilst supporting the recommendation to Council, proposed that another structure be put in the JCNC's place with specific meeting requirements. This proposal would have implications requiring amendments to the Constitution. As these amendments had not been before the Constitution Advisory Group for consideration, with the agreement of the Chairman of the Constitution Advisory Group and the Chairman of General Purposes Committee, the recommendation will not be submitted to Council on 24 June 2010 (see the paragraph above) and the matter will be referred to the next meeting of the Constitution Advisory Group for further consideration.

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CONSTITUTION ADVISORY GROUP

DATE: 13 July 2010

TITLE	Constitution Update
REPORT OF	Head of Democratic Services

PURPOSE	To note and endorse the proposal to publish the updated Constitution.
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ORIGIN OF PROPOSAL	Minute No. C/09/84 – Council, 25 February 2010
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RECOMMENDATION:

That the Constitution Advisory Group note that the Constitution has now been updated to reflect the changes arising from the Senior Management Review and other revisions recently approved by the Council, and endorse the publication of the amended version.

SUPPORTING INFORMATION

1. The Council, at its meeting held on 25 February 2010 agreed that following ratification of the revised senior management structure by the Executive, “the Monitoring Officer, after consultation with the Constitution Advisory Group, be authorised to amend the Constitution, as necessary, to reflect the amended Directorates structure and the allocation of functions within those Directorates”.

2. The Executive at its meeting held on 9 March 2010 endorsed the final senior management structure and the final piece in the jigsaw was completed with the designation of statutory officer posts by the Council at its meeting on 24 June 2010.
3. The Constitution has now been updated to reflect the necessary adjustments arising from the senior management review. These changes involved amending officer post titles throughout the document, as appropriate, and moving officer delegations, where necessary, to align with the appropriate Director under the revised organisational structure. The document has also been amended to include other recent changes which have already been approved by the Constitution Advisory Group and subsequently Council.
4. Given that the changes are consequential upon other decisions already taken by the Council, it has been agreed with the Chairman of the Group, that it would not be an efficient use of resources to publish the revised Constitution with this agenda. A track changed version is however available and can be provided to Members on request either in an electronic format or in hard copy.

Contact Officer Details:

Kathrin John

Key Background Papers:

Notes of previous meetings.

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CONSTITUTION ADVISORY GROUP

DATE: 13 July 2010

TITLE	Work Programme
REPORT OF	Head of Democratic Services

PURPOSE	To consider the future work programme for the Group
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ORIGIN OF PROPOSAL	CAG minute 31, meeting held on 9 November 2009
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RECOMMENDATION:

That the Advisory Group review the draft work programme at Appendix A.

SUPPORTING INFORMATION

1. The draft work programme for the Group is set out at Appendix A for consideration.
2. The Advisory Group is invited to review the work programme and amend as appropriate.

Contact Officer Details:

Kathrin John

Key Background Papers:

Notes of previous meetings.

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Appendix A

Constitution Advisory Group	
Work Programme	
<i>Date</i>	<i>Task</i>
October 2010	<ul style="list-style-type: none"> • Review of items for Policy Framework • Review of the schemes of delegation to officers of unitary councils within the CIPFA comparator group • Review of non-statutory non-executive committees and their roles • Development of policy via the overview and scrutiny process
December 2010	<ul style="list-style-type: none"> • Leader's Term of Office – to amend Part C1 to reflect the extension of the Leader's term of office ¹ <p>(1. This change will be required if the Council at its meeting on 25 November adopts the "new style" leader and cabinet arrangements for implementation on the 3rd day after the elections. It will be necessary to extend the Leader's term of office to the first annual meeting after the Leader's normal retirement as a Councillor.)</p>
January/February 2011	
March 2011	

In addition at each meeting, all changes to Executive delegations approved by the Leader of the Council will be reported for information.

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