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CHILTERN
District Council



CDC Governance and Electoral Arrangements Committee

Wednesday, 22nd February, 2017 at 6.30 pm

**Large & Small Committee Room, King George V House, King George V Road,
Amersham**

A G E N D A

- 1 Evacuation Procedures
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Minutes (*Pages 3 - 4*)
To agree the Minutes of the previous meeting held on 18 January 2017.
- 5 Review of Political Management Arrangements (*Pages 5 - 6*)
Appendix 1: Report on Review of Political Management Arrangements - 30 November 2016 (Pages 7 - 12)
Appendix 2: Number of Cancelled & Additional Meetings (Pages 13 - 14)
- 6 Review of the Council's Constitution (*Pages 15 - 18*)
Appendix 1: Council Procedure Rules (To Follow)
Appendix 2: Cabinet Procedure Rules (To Follow)
Appendix 3: Overview & Scrutiny Procedure Rules (To Follow)
Appendix 4: Access to Information Procedure Rules (To Follow)

*Appendix 5: Budget and Policy Framework Procedure Rules
(To Follow)*

Appendix 6: Employment Procedure Rules (To Follow)

7 Work Programme (Pages 19 - 22)

8 Exclusion of the Public (if required)

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: CDC Governance and Electoral Arrangements
Committee**

Councillors: E A Walsh (Chairman)

J A Burton

I A Darby

A J Garth

P M Jones

N M Rose

M W Shaw

M J Stannard

D M Varley

H M Wallace

D J Bray

Date of next meeting – Tuesday, 7 March 2017

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CDC GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE
held on **18 JANUARY 2017**

PRESENT: Councillor E A Walsh - Chairman

Councillors: I A Darby
A J Garth
P M Jones
N M Rose
M W Shaw
M J Stannard
D M Varley
H M Wallace

APOLOGIES FOR ABSENCE were received from Councillors J A Burton and D J Bray

ALSO IN ATTENDANCE: Councillor C J Wertheim

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 MINUTES

The Minutes of the meeting of the Governance & Electoral Arrangements Committee held on 30 November 2016 were agreed and signed by the Chairman as a correct record.

28 REVISED WORK PROGRAMME

Councillor I A Darby entered the meeting at 6.35pm.

Members' attention was drawn to the revised work programme and in particular the additional meeting proposed on Wednesday 7 March 2017 due to the considerable amount of business to be considered as part of the review of the Constitution.

RESOLVED:

- i) That the revised work programme was agreed; and
- ii) That the additional meeting date of Tuesday 7 March 2017 was noted.

29 REVIEW OF THE COUNCIL'S CONSTITUTION

The Head of Legal and Democratic Services reminded members that a review of the Council's Constitution was necessary to ensure it was fit for purpose and more user-friendly for members, staff and the public, as well as introducing harmonised procedures with South Bucks District Council where this facilitated more effective running of shared services and to ensure the Council met its statutory duty of publishing an up to date Constitution.

The report dealt with Part 3 of the Constitution covering Roles and Responsibilities and Terms of Reference for Council Committees with proposed revisions shown in track changes at Appendices 1 and 2.

This included role descriptions for council members and the different responsibilities of the cabinet and full council, details of joint arrangements and the terms of reference for the various committees and cabinet. These reflect provisions in the Local Government Act 2000 (as amended) and the Functions and Responsibilities Regulations 2000 which specify which functions are carried out by the executive (cabinet) and which are reserved to full Council.

Councillor H M Wallace entered the meeting at 6.45pm.

Members considered the content and proposed amendments to Part 3 in detail and minor changes to wording were noted for amendment in the final document, with the following key areas noted as requiring further consideration by members at a later stage in the review process:

- Section D – Delegations to Cabinet Portfolio Holders
- Section G - Licensing & Regulation Committee; Licensing Sub-Committee and Taxi and Private Hire Sub-Committee
- Section G – Planning Committee membership numbers and quorum; and whether substitutes should be considered in the future
- Section G – Personnel Committee – a joint Personnel Committee with amendments to Joint Arrangements and Implementation Committee to reflect increased joint working and harmonised conditions between Chiltern and South Bucks District Councils

The amendments to the documents were agreed and would be reflected in the final draft Constitution presented for consideration by the Committee as outlined in the Committee's Work Programme.

RESOLVED:

- i) That the proposed revisions to Roles and Responsibilities in Part 3 of the Constitution at Appendix 1 were agreed; and**
- ii) That the proposed revisions to Terms of Reference of Committees in Part 3 of the Constitution at Appendix 2 were agreed.**

The meeting ended at 7.36pm

SUBJECT:	Review of Political Management Arrangements
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services and Monitoring Officer
WARD/S AFFECTED	N/A

1. Purpose of Report

To consider possible changes to the Council's current decision-making arrangements following consultation and consideration of the options by members within their political groups.

RECOMMENDATION

That Members consider whether they wish officers to bring forward proposals on any of the following options to a future meeting:-

- (i) **Whether to reduce the current cycle of meetings from 6 to 4**
- (ii) **Whether to establish a single Overview Committee**
- (iii) **Whether to agree the principle of establishing joint scrutiny functions with South Bucks District Council subject to in principle agreement by South Bucks**
- (iv) **Whether the current PAG arrangements require any amendment**
- (v) **Whether to introduce individual cabinet member decision-making**

2. Reasons for Recommendation

To enable the Committee to review the current decision-making processes in the light of consultation within political groups.

3. Content of Report

3.1 A report on options for reviewing the current decision-making arrangements alongside the review of the Council's Constitution, was brought to the Committee on 30 November 2016. A copy is attached as Appendix 1 for ease of reference. The committee decided to defer consideration of the following options to enable consultation and consideration within their political groups:-

- Whether to reduce for current cycle of meetings from 6 to 4
- Whether to establish a single Overview Committee
- Whether to agree the principle of establishing joint scrutiny functions with South Bucks District Council subject to in principle agreement by South Bucks
- Whether the current PAG arrangements require any amendment
- Whether to introduce individual cabinet member decision-making

3.2 The Head of Legal & Democratic Services was asked to produce further information and the spread sheet attached as Appendix 2 to the original report, showing the number of meetings held and cancelled, has been updated. This now covers the 2015/16 Council year and 2016/17 to date. The inclusion of meetings/cancellations in 2014/15 did not provide a valid comparison, as the reduction in the meeting cycle from 8 to 6 was not in place for the full year. The updated spread sheet also groups ad hoc meetings separately, as they would not be affected by any change to meeting cycles. The update spread sheet is attached at Appendix 2.

4. Consultation

If the Committee decide to proceed with any of the options they can decide whether, and if so how, they wish to consult further on the proposals with members more widely, either via committees/cabinet or individually.

5. Options

The Committee can decide whether or not to proceed with any of the options discussed above or to suggest alternatives.

6. Corporate Implications

Financial – There are no financial implications arising directly from this report

Legal – As set out in the report and Appendix 1

Risks issues – None specific

Equalities - None specific

7. Links to Council Policy Objectives

There are no direct links to the Council's policy objectives. But efficient and effective decision-making processes accord with best practise and good governance generally.

8. Next Steps

Any actions agreed will be included in the Committee's work programme

Background Papers:	None except those referred to in the report
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SUBJECT:	Review of Political Management Arrangements
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services and Monitoring Officer
WARD/S AFFECTED	None

1. Purpose of Report

To consider possible changes to the Council's current political management arrangements alongside the review and updating of the Constitution.

RECOMMENDATION

Members are asked to consider the following options and indicate whether they want officers to bring further information and/or more detailed proposals to the next meeting:-

- (i) Whether to reduce the cycle of meeting from 6 to 4**
- (ii) Whether to establish a single Overview Committee**
- (iii) Whether to agree the principle of establishing joint scrutiny functions with South Bucks District Council subject to in principle agreement by South Bucks**
- (iv) Whether the current PAG arrangements require any amendment**
- (v) The introduction of individual cabinet member decision-making**
- (vi) Whether to agree the principle of establishing a joint Personnel Committee with South Bucks by extending the terms of reference of JAIC, subject to in principle agreement by South Bucks**
- (vii) If a joint Personnel Committee is established to delegate any residual personnel issues for CDC staff to Governance and Electoral Arrangements Committee**

2. Reasons for Recommendation

To enable the Committee to review current decision-making processes to ensure they remain efficient and effective for both members and officers and reflect the shared working arrangements in place with South Bucks District Council.

3. Content of Report

- 3.1 The Council's political management arrangements were last reviewed in 2014 when the Constitution Review Committee made a number of recommendations including

reducing the cycle of meetings from 8 to 6; reducing the number of Overview Committees from 3 to 2; introducing Policy Advisory Groups for each cabinet portfolio and amalgamating some committees. The full recommendations are set out in the Minutes attached at Appendix 1 for ease of reference and these are being incorporated into the updated Constitution.

- 3.2 The Committee has indicated that alongside the review and updating of the Council's Constitution they also wish to review current political management arrangements and consider further options for streamlining the decision-making process, particularly in view of the joint working arrangements in place with South Bucks District Council (SBDC). Various options are therefore discussed in more detail below.

4. Cycle of Meetings

- 4.1 The number and cycle of meetings that are held in each municipal year are a matter of local discretion for councils based on their particular functions and the matters that require member involvement and decisions. As mentioned above the cycle of meetings was last reviewed in 2014 when members of the Constitutional Review Committee recommended a reduction from 8 to 6 cycles per year which was agreed by Full Council and implemented from July 2015. This reduction reflected a general agreement that the Council held too many meetings; with some Members having to attend multiple meetings during an evening, including a concern for the workload for members. It was acknowledged that further joint working with SBDC may result in additional joint meetings for cabinet members and members of the Joint Appointments and Implementation Committee (JAIC).
- 4.2 However, the introduction of PAGs and a recent increase in the number of unscheduled meetings and additional working groups has meant the reduction in meeting cycles has not significantly reduced the overall number of meetings or members' workload. There have been additional meetings arranged (mainly to deal with the implementation of shared services through Joint Committee/JAIC/Personnel Committee), however a number of scheduled meetings have been cancelled due to lack of business. A table showing the additional and cancelled meetings over the past 2 years is attached at Appendix 2.
- 4.3 One option is to consider reducing the cycle of meetings further from 6 to 4 per annum. This is the current cycle of meetings at SBDC and has proved to work effectively. This reduction would not apply to the Planning Committee which needs to meet more frequently due to its particular work load. Other committees already meet on an ad hoc basis such as Appeals and Complaints and Licensing Sub-Committee and this arrangement would continue. An illustrative calendar of meetings based on 4 cycles a year is attached at Appendix 3 and an illustrative

calendar for 2017/18 based on the current 6 cycles is also attached at Appendix 4. Reducing to 4 cycles a year would reduce the number scheduled meetings by 13.

5. Overview and Scrutiny Committees

Legal Background

- 5.1 Councils are required by the Local Government Act 2000 to have at least 1 overview and scrutiny committee with powers to review or scrutinise decisions made, or other actions taken, by the cabinet and council committees and make reports to Full Council or Cabinet. They were modelled on parliamentary select committees with the additional power to require cabinet decisions which are not yet implemented to be reconsidered (the right to “call-in” decisions). An overview and scrutiny committee can appoint 1 or more sub-committees (often on a task and finish basis) to discharge any of its functions.

Options

- 5.2 As already mentioned the number of overview committees was reduced from 3 to 2 in 2014 but despite this reduction and the reduction in the number of meetings per year, it is noticeable that there have been a high number of cancellations. Members are referred to Appendix 2 in this respect. With the introduction of PAGs the role of the overview committees in policy development has become less clear and their focus has turned to performance and financial monitoring and the review of specific topics. The Committees’ work was recently summarised in the Annual Scrutiny Review to the last Audit & Standards Committee which is attached at Appendix 5.
- 5.3 It is suggested that the current level of work overview and scrutiny work could be undertaken by a single committee, as is the position as SBDC. The ability to appoint sub-committees/task and finish group would still enable project-specific reviews to be undertaken.
- 5.4 The opportunity for joint scrutiny with SBDC on cross-cutting areas and topics of mutual to both Councils is also an option for consideration. Examples of successful joint scrutiny include: West Sussex’s joint scrutiny projects on Community Advice Services, Flooding and Housing for Care Leavers and Cumbria’s joint scrutiny in respect of CCTV provision, Affordable Housing and Strategic Waste. Each Council would continue to keep its own Overview and Scrutiny Committee/s.

6 Policy Advisory Groups (PAGs)

- 6.1 The setting up of PAGs for cabinet portfolio holders is a matter of local discretion for councils. PAGs can only be advisory as non-cabinet members cannot take executive (cabinet) decisions. Following the recommendation by Constitution Review Committee in July 2014 5 PAGs established with 6 to 8 selected by the

cabinet portfolio holder. The intention was to give the wider membership of the Council greater involvement in, and awareness of, cabinet decision and policy development. Now PAGs have been in operation for nearly 2 years it may be useful to reflect on their operation in practise. The matter for consideration could be the format and style of the meetings as well as the content of information being submitted to each PAG, and the need to avoid duplication of reporting.

6.2 An area of possible duplication identified by officers is the information and reports being considered by PAGs and the relevant Overview Committee. There is also a lack of clarity around what reports should be referred to PAGs as their role is advisory/consultative in nature. Members may also wish to note that a number of separate working groups have been set up recently which overlap to varying degrees with the work of PAGs, for example:-

- Joint Planning Policy Member Reference Group
- Affordable Housing Member Working Group
- Leisure Needs Member Working Group

There is also a long standing Corporate Asset Management Group that overlaps with the work of Environment PAG.

6.3 Members may wish to comment on possible alternative approaches to streamlining the information being considered at PAGs, Overview Committees and the additional working groups; for example improved work programmes for consideration of items that work across service areas and different stages of decision making. Another option may be for PAGs to work more as Task and Finish Groups rather than standing advisory groups, so that the Group meets for a specific period of time to consider a piece of work, conclude their work and then disband so that Groups do not continue indefinitely. A successful example of this in the past was the Council Tax Support Working Group. An alternative approach taken at SBDC is for PAGs to act in a consultative capacity when Cabinet members take non-key decisions. This form of decision-making is referred to in more detail below.

7 Individual Cabinet Member Decision-making

Legal Background

7.1 The Local Government Act 2000 introduced the power for the Leader and member of the cabinet to take decisions individually, as well as collectively in cabinet meetings. Before a decision can be taken individually a report must be published in the usual way for 5 clear days. A record (minute) of the decision taken must also be published. That decision is subject to the same call-in procedure as Cabinet decisions and can be actioned 5 clear days after publication (provided it has not been called-in). The procedure enables decisions to be taken between scheduled cabinet meetings whilst retaining the transparency of the usual cabinet decision-making process. Details of the process would be set out in a separate protocol.

Options

- 7.2 SBDC and Aylesbury Vale District Council have both introduced individual cabinet member decision-making. At SBDC cabinet portfolio holders can take non-key decisions individually after consultation with their PAG. The Committee may wish to consider introducing this power in conjunction with a reduction in the number of meeting cycles per year.

8 Joint Personnel Committee and JAIC

- 8.1 In view of the on-going creation of joint officer teams serving both CDC and SBDC, as well as the adoption of harmonised terms and conditions for all staff at both authorities, the creation of a joint personnel committee becomes increasingly appropriate in order to effectively discharge the strategic personnel function of both Councils. This could be achieved by extending the terms of reference of JAIC. Consideration of this item is obviously subject to the views of SBDC members but CDC members may wish to share their views on this matter and seek an in principle view from SBDC.
- 8.2 For any residual personnel issues that may be specific to officers at CDC e.g. pension rights; these could be delegated to an existing committee such as Governance & Electoral Arrangements, whose terms of reference could be amended accordingly.

9. Consultation

The Committee is asked to consider whether, and if so how, they wish to consult on any proposed changes with members more widely, either via committees/cabinet or individually.

10 Corporate Implications

Financial – There are no financial implications arising directly from this report

Legal – As set out in the report

Risks issues – None specific

Equalities - None specific

11 Links to Council Policy Objectives

There are no direct links to the policy objectives. But as efficient and effective decision-making process accords with best practice and good governance generally.

12 Next Steps

To bring more detailed information and proposals to the Committee if required

Background Papers:	None except those referred to in the report
Appendices	<ol style="list-style-type: none">1 Recommendations from the meeting of the Constitution Review Committee held on 2 July 20142 Number of Cancelled / Additional Meetings3 Schedule of Meetings based on 4 cycles of meetings4 Schedule of Meetings based on 6 cycles of meetings5 Annual Scrutiny Review 2015/16

NUMBER OF CANCELLED AND ADDITIONAL MEETINGS

Meetings	Number of Meetings Per Year (Scheduled)	2015/16			2016/17 (To Date)			Number of Members (Including Non-CDC)	Appointments to Outside Bodies (CDC Members Only)
		Number of Cancelled Meetings	Number of Additional Meetings	Number of Meetings Held	Number of Cancelled Meetings	Number of Additional Meetings	Number of Meetings Held		
Council	6	0	1	7	0	1	6	40	
Cabinet	6	0	1	7	0	0	5	9	
Resources Overview	6	1	0	5	1	0	4	15	
Services Overview (incl. C&E, H&P)	6	2	0	4	1	0	5	15	
Community, Health & Housing PAG	6	3	0	3	2	0	3	6-8	
Customer Services PAG	6	2	0	4	3	1	2	6-8	
Environment PAG	6	4	0	2	3	0	2	6-8	
Support Services PAG	6	4	0	2	2	0	3	6-8	
Sustainable Development PAG	6	1	0	5	5	0	0	6-8	
Audit and Standards	4	0	0	4	0		3	9 (+2 IPs)	
Licensing and Regulation	4	3	0	1	2	0	2	15	
Planning	16	1	0	15	0	0	12	13	
Joint Meetings									
Chiltern & South Bucks Joint Committee	5	0	0	4	0	0	4	11	6
Chilterns Crematorium Joint Committee	3	0	0	3	1	0	0	6	2
Chiltern & Wycombe Joint Waste Collection Committee	4	0	1	5	0	0	3	4	2
Ad Hoc Meetings and Informal Groups									
Joint Appointments and Implementation Committee (JAIC)	0	0	N/A	5	0	N/A	5	10	5
Governance and Electoral Arrangements	0	1	N/A	1	0	N/A	3	11	
Personnel	0	0	N/A	6	0	N/A	5	7	
Appeals and Complaints	0	0	N/A	1	0	N/A	2	11	
Licensing Sub Committee	0	1	N/A	3	1	N/A	2	3 (+ R)	
Taxi and Private Hire Sub Committee	0	0	N/A	0	1	N/A	0	3 (+ R)	
Joint Planning Policy Reference Group	0	0	N/A	4	0	N/A	7		
Corporate Asset Management Group (CAMG)	3	1	N/A	2	0	N/A	1		
Disability Focus Group	3	1	N/A	1	0	N/A	0		
Affordable Housing Member Working Group	0	0	N/A	0	0	N/A	3	8	
Leisure Needs Member Working Group	0	0	N/A	0	0	N/A	3	6	
Chiltern & South Bucks Strategic Partnership	0	0	N/A	1	0	N/A	2	6	3
HS2 Members Steering Group	0	0	N/A	3	0	N/A	2	9	7
Liaison Meeting with Town & Parish Chairmen	0	0	N/A	0	0	N/A	1	1	1
Joint Member Working Group Parking	0	0	N/A	0	0	N/A	0	6	3
		25			22				

SUBJECT:	Review of the Council's Constitution
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services and Monitoring Officer
WARD/S AFFECTED	N/A

1. Purpose of Report

In accordance with the agreed work plan to undertake a detailed review of the procedure rules in Part 4 of the Council's Constitution.

RECOMMENDATION

That the Committee consider and agree the proposed revisions to the:-

- 1. Council procedure rules at Appendix 1**
- 2. Cabinet procedure rules at Appendix 2**
- 3. Overview and Scrutiny procedure rules at Appendix 3**
- 4. Access to Information procedure rules at Appendix 4**
- 5. Budget and Policy Framework Procedure Rules at Appendix 5**
- 6. Employment Procedure Rules at Appendix 6**

2. Reasons for Recommendation

To ensure the Council's Constitution is fit for purpose and more user-friendly for members, staff and the public, to introduce harmonised procedures with South Bucks District Council where this will facilitate more effective running of shared services and to ensure the Council meets its statutory duty of publishing an up to date Constitution.

3. Content of Report

- 3.1 The Committee agreed a work programme for reviewing and updating the Constitution at their meeting in October. This report deals in detail with the procedure rules in Part 4 of the Constitution which are appended in full with proposed revisions shown in track changes.

Council Procedure Rules

- 3.3 The current rules are set out in Appendix 1. Changes to the format of Full Council meetings were agreed in 2014 and these are reflected in the appendix. The Council Procedure rules set

out how council meetings will be conducted in terms of the order of business, how debates will be conducted including notices of motions and questions and certain special rules for Planning and Overview Committees. The proposed revisions are shown in track changes and will be explained in detail at the meeting. They seek to make the wording less legalistic by removing unnecessary cross references, update rules which have amended by legislation such as the Localism Act 2011 and the Standing Order Regulations 2015, insert provisions allowing substitutes (temporary changes of membership) and recording the requirement for committees and sub-committee to formally appoint their Chairman and Vice-Chairman at the beginning of the Council term. It is also suggested that the rules on speaking at Planning Committee become a separate protocol in Part 5 of the Constitution.

Cabinet Procedure Rules

- 3.4 The current rules are attached at Appendix 2 and set out the statutory rules governing the role and composition of the cabinet, how portfolios are allocated and the conduct of cabinet meetings. The rules were amended in 2010 when the statutory provisions on so-called "strong leaders" came into force and therefore no substantive revisions are proposed.

Overview and Scrutiny Procedure Rules

- 3.5 The current rules are attached at Appendix 3 and deal with arrangements for meetings, work programme and setting the agenda, rights to information, attendance by cabinet members and officers and the procedure for calling-in executive decisions. The attached rules incorporate the changes agreed by the Council in 2014 and no substantive revisions are proposed.

Access to Information Procedure Rules

- 3.6 The current rules are attached at Appendix 4. These set out the statutory provisions on access to Council information as enacted in the Local Government Act 1972 (as amended) and the equivalent Regulations relating to executive (cabinet) information and cover access to meetings, agendas and background information. The original rules date from 2010 and require substantive amendment to comply with the Openness of Local Government Bodies Regulations 2014 (Council functions) and the Executive Arrangements (Meetings and Access to Information) Regulations 2012 (cabinet functions). The proposed changes will be explained in detail at the meeting.

Budget and Policy Framework Procedure Rules

- 3.7 The current rules are attached at Appendix 5 and deal with the process for developing the budget and policy framework within which the Cabinet works. The rules are intended to give non-cabinet members the opportunity to support, review and scrutinise the Council's policy framework which is set out in Article 4 and therefore link into the Overview and Scrutiny Rules. The proposed changes to these rules seek to streamline the process and clarify when a lighter touch can be applied to minor amendments and annual updates, as well updating the list of policies comprising the framework to mirror Article 4, which was itself updated by the Committee at their meeting on 30 November.

Employment Procedure Rules

- 3.8 The current rules are attached at Appendix 6 and deal with arrangement for the appointment and dismissal of staff which are prescribed by the Local Authorities (Standing Orders) (England) Regulations 2001 as amended. The appointment and dismissal of staff is a function reserved to the Council and these rules require revisions to reflect the new shared service and staffing arrangements with South Bucks District Council, in particular the delegation of senior appointments to the Joint Appointments and Implementation Committee, as well as recent changes to the mandatory standing orders for dismissal of statutory officers. These will be explained in more detail at the meeting.

3 Consultation

The Committee is asked to consider whether, and if so how, they wish to consult on the proposed revisions with members more widely, either via committees/cabinet or individually.

4 Options

The Committee can decide whether to agree the proposed revisions as set out in the attached documents and suggest alternatives.

6. Corporate Implications

Financial – There are no financial implications arising directly from this report

Legal – As set out in the report

Risks issues – The lack of an up to date and effective Constitution could increase the risk of governance failures

Equalities - None specific

7. Links to Council Policy Objectives

There are no direct links to the policy objectives. But the Council has a statutory duty to maintain an up to date Constitution and publish this on the website.

8. Next Steps

As set out in the agreed work programme.

Background Papers:	None except those referred to in the report
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CHILTERN DISTRICT COUNCIL
GOVERNANCE & ELECTORAL ARRANGEMENTS
COMMITTEE

Review of the Constitution Work Programme
2016/2017

	2016			2017	
	25 October	30 November	18 January	22 February	7 March
Meeting 1 25 October					
<ul style="list-style-type: none"> • Agree scope and principles of the review and a work programme 	X				
Meeting 2 30 November					
<ul style="list-style-type: none"> • Introduction and Articles of the Constitution 		X			
Meeting 3 18 January					
<ul style="list-style-type: none"> • Roles and Responsibilities and Terms of Reference for Council Committees 			X		
Meeting 4 22 February					
<ul style="list-style-type: none"> • Council Procedure Rules • Cabinet Procedure Rules • Overview and Scrutiny and Budget and Policy Framework Procedure Rules • Access to Information Procedure Rules • Employment Procedure Rules 				X X X X X	
Meeting 5 7 March					
<ul style="list-style-type: none"> • Codes of Practice, Protocols and Local Codes • Roles and responsibilities and terms of reference of the executive • Terms of Reference of Licensing & Regulation Committee and its Sub-Committees • Scheme of Delegations to Officers 					X X X X

Meeting 6	23 March 2017				
<ul style="list-style-type: none"> Approve revised Constitution for recommendation to Full Council 16 May 2017 together with arrangements for future amendments and review 					

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