

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE (CDC)** held on **30 JANUARY 2018**

PRESENT: Councillor D Varley - Chairman

Councillors: D Bray
J Burton
P Jones
N Rose
M Shaw
H Wallace

APOLOGIES FOR ABSENCE were received from Councillors I Darby, A Garth, M Stannard and E Walsh

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 MINUTES

The minutes of the meeting of the Governance & Electoral Arrangements Committee held on 6 September 2017 were agreed as a correct record.

Members were advised that the polling district review referred to at Item 4 of the minutes had not yet been started due to a number of by-elections that had taken place and changes in staffing. It was noted that individual ward Members affected by the review would be contacted, and the Committee would receive an update once the review had commenced.

Note: Councillor M Shaw entered the meeting at 6.37 pm.

7 ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

The Committee undertook an annual review of the Council's Constitution to ensure that it remained up to date and fit for purpose. The proposed amendments included references to organisational changes that had taken place since the last review in June 2017 and updates required to clarify provisions. During the discussion the following points were made:

- A concern was raised over the need to formally update the Constitution every time a change was made to Cabinet portfolios or officer titles. Members felt that as Cabinet portfolios were a responsibility of the

Leader, updates to these should not be included in the Constitution. It was suggested that the list of current Cabinet portfolios and officer titles be made available to the public on the Council's website and that this list be updated annually. The Head of Legal and Democratic services agreed to raise this suggestion with the Leader although it was also noted that as the Constitution was now kept electronically it was easier to update.

- With reference to Part 3 Section G Terms of Reference for Standing Committees, a concern was raised over the proposed amendment to the number of planning committees being lowered from 16 to 14. Members felt that as the move to 4 weekly meetings was being carried out on a trial basis the Constitution should not be amended until the change had been agreed on a permanent basis.

Members were advised that on this occasion it was not necessary for the proposed changes to be submitted to Cabinet for approval in addition to Full Council, as set out in the report.

RECOMMENDED that the proposed revisions to the Constitution as set out in the report be agreed subject to the amendments referred to in the minute above.

Note: Councillor H Wallace entered the meeting at 7.01 pm.

The meeting ended at 7.11 pm