

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

(Pages)

1. **Apologies for Absence**
2. **Minutes**

To confirm the minutes of the meeting held on 18 July 2017. **(5 - 6)**
3. **Declarations of Interest**

To receive any declarations of interest
4. **Joint Working - Appointment of Joint Overview and Scrutiny Committee** **(7 - 10)**

Appendix 1 **(11 - 12)**
Appendix 2 **(13 - 14)**
Appendix 3 **(15 - 20)**
5. **Review of the Constitution - Part A The Framework and Part B Procedure Rules** **(To Follow)**
6. **Constitutional Review Work Programme** **(21 - 22)**
7. **Exclusion of Public (if required)**

The Chairman to move the following resolution:-

“That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

The next meeting is due to take place on Thursday, 23 November 2017

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GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE

Meeting - 18 July 2017

Present: Mr Hogan (Chairman)
Dr Matthews, Mr Anthony, Mrs Lowen-Cooper, Mr Pepler and
Mr D Smith

1. ELECTION OF CHAIRMAN

It was proposed by Councillor Dr Matthews seconded by Councillor Smith and

RESOLVED that Councillor Hogan be elected Chairman of the Committee for 2017/18.

2. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor Pepler and seconded by Councillor Hogan and

RESOLVED that Councillor Dr Matthews is elected Vice-Chairman of the Committee for 2017/18.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. REVIEW OF THE COUNCIL'S CONSTITUTION

The committee received a report asking members to consider the scope of the project to review the Council's Constitution and agree a work programme.

It was noted that the last review was conducted in 2014/15 and therefore it was necessary to incorporate changes agreed by Council since May 2015, as well as legislative changes.

Members discussed joint working arrangements with Chiltern District Council and the need to introduce harmonised procedures which would assist councillors and officers in the running of a more efficient shared service.

Members agreed that the scope of the review would include:

- ensuring the Constitution reflects the Council's current political management arrangements and meets all necessary legislative requirements
- harmonising rules of procedure, key definitions, local codes, protocols and officer delegations with CDC where appropriate for the effective running of joint services
- to decide how and when the Constitution should be reviewed and amended in future to ensure it continues to be kept up to date

Any changes to the Council's current political management arrangements (i.e. to the number

and size of committees and to the cycles of meetings) would not be in the scope of the review.

It was proposed to divide the project into three manageable stages to ensure that issues and required/proposed changes could be fully considered. The following timetable was suggested:

27 September at 6pm	Framework of the Constitution and Procedural Rules
23 November at 6pm	Codes, Protocols and Procedure Rules. Roles and responsibilities and terms of reference of the Executive. Schemes of Delegation to Committees and Cabinet.
16 January 2018 at 6pm	Scheme of Delegations to Officers. Partnerships and Decision Structure Chart

Members felt that it was important to:

- avoid jargon and make the Constitution easy to read and understand;
- create a document that is easy to navigate via the intranet and internet;
- reduce the length of the Constitution where practicable
- make the Constitution more interactive, making better use of the Council's website and hyperlinks to live documents;

After careful consideration, it was

RESOLVED that scope of the review proposed and the draft work programme be agreed.

5. **POLLING PLACES REVIEW**

Members received a verbal update regarding the intention to review the polling places within the South Bucks voting area.

Members were advised the review would be looking to increase the number of polling places, if possible, where there was a high electorate voting at the same polling place. E.g. Beaconsfield, Burnham, Iver areas.

The Committee stressed the importance of seeking comments from a wide range of communities groups as part of the consultation process.

Members were also advised that the annual electoral registration forms were being despatched to all residential properties on 20 July. Canvassers would be carrying out personal visits during September and October where a response had not been received. Members were pleased to note that canvassers would be using mobile devices to collect information which would be a more efficient way of working.

It was **RESOLVED** that the verbal report be noted.

The meeting terminated at 7.00 pm

SUBJECT:	Joint Working - Appointment of a Joint Overview and Scrutiny Committee
REPORT OF:	Chief Executive Bob Smith
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services
WARD/S AFFECTED	None

1. Purpose of Report

To invite comments on a recommendation from Chiltern and South Bucks Joint Committee that a new joint committee be established with responsibility for discharging overview and scrutiny functions in relation to the functions delegated to the Joint Committee.

RECOMMENDATION

The Committee is invited to consider and make comments on the following recommendation from Chiltern and South Bucks Joint Committee:

Subject to receiving and considering comments from the Councils' respective Governance and Electoral Arrangements Committees and the agreement of both Councils:

- 1. That pursuant to section 102 of the Local Government Act 1972 the Councils agree to appoint a Joint Overview and Scrutiny Committee with authority to discharge the Councils' overview and scrutiny functions in relation to the functions delegated to the Chiltern and South Bucks Joint Committee as set out in the terms of reference at Appendix 1 to this report**
- 2. That the rules of procedure for the Joint Overview and Scrutiny Committee be agreed as set out in Appendix 2**
- 3. The Councils' constitutions and respective Cabinet Procedure , Access to Information and Overview and Scrutiny Procedures Rules be amended to reflect the new Joint Committee**
- 4. That the Head of Legal and Democratic Services be authorised to make the necessary amendments to the IAA to reflect the above decisions in consultation with the Chief Executive and Leaders**

2. Reasons for Recommendation

To ensure the overview and scrutiny function in relation to the next phase of joint working arrangements remains efficient and effective.

3. Content of Report

- 3.1 The Joint Committee (JC) was set up under the Inter-Authority Agreement in January 2012. Its terms of reference were amended in 2015 to include responsibility for making decisions and recommendations in relation to the Chiltern and South Bucks Joint Local Plan. These are attached at Appendix 1. Now that Phase 2 of joint arrangements is nearing completion the JC is tasked with establishing and monitoring performance indicators for the arrangements, as well as taking forward Phase 3 Stronger in Partnership and progressing the joint Local Plan. It is therefore appropriate to consider how the Councils' overview and scrutiny functions are discharged in relation to the joint working arrangements moving forward.
- 3.2 All local authorities with executive (cabinet) arrangements must have at least 1 overview and scrutiny committee with power to review cabinet decisions and make recommendations on the discharge of cabinet functions. Where certain cabinet functions are delegated to a joint committee of both Councils (as it the case for the shared service arrangements at Chiltern and South Bucks), the responsibility for discharging overview and scrutiny functions in respect of these arrangements can become unclear and fragmented. There is, for example, potential for the same JC decision or JC function to be reviewed by 2 separate committees, making different comments and recommendations and reporting back to their respective Councils.
- 3.3 One solution which has been adopted by other authorities implementing shared services is to appoint a joint scrutiny committee with specific authority to scrutinise and make recommendations on decisions taken, and functions discharged, by the Joint Committee. All the other functions discharged by the respective Cabinets at each Council would continue to be scrutinised under existing overview and scrutiny arrangements. Draft terms of reference for such a joint scrutiny committee are attached at Appendix 2. The size of the committee is matter of discretion but the recommendation is suggested that 5 members from each Council is appropriate with a quorum of 2 members from each Council. The committee cannot include members of the cabinet and political balance rules apply. It is proposed that co-Chairman be appointed and chairmanship and meeting venues will alternate.
- 3.4 The procedural rules under which a Joint Overview and Scrutiny Committee works will also need to be agreed and consequential amendments made to the current procedural rules at both Councils. Draft rules of procedure are therefore also attached at Appendix 3 for consideration. These are based on the rules which apply to the existing overview and scrutiny committees but incorporate additional provisions necessary to reflect the joint arrangements.

4. Consultation

The Governance and Electoral Arrangements Committees at both Councils are being consulted on this proposal because of the necessary amendments to both Constitutions.

5. 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

6. Links to Council Policy Objectives

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

7. Next Steps

Comments from both Governance and Electoral Arrangements Committees will be taken account when taking the recommendation to the respective Full Councils for final approval.

Background Papers:	None except those referred to in the report
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APPENDIX 1

Joint Committee "JC"

MEMBERSHIP AND ADMINISTRATION

- The JC is a Joint Executive Committee of the Authorities, comprising six Cabinet members from each Authority.
- The venue for meetings of the JC will alternate between the Authorities' offices and the Leader of the host Authority will chair each meeting.
- The JC meetings will be considered quorate if at least three elected members from each Authority are present.
- Detailed standing orders will be agreed by each Authority to govern the operation of the JC

RESPONSIBILITIES

The specific responsibilities of the JC are

- To review frequently (and at least on an annual basis as required by this Agreement) the operation of the Inter Authority Agreement between the Authorities and the overall delivery of the Joint Arrangements by the Authorities;
- To consider Business Cases setting out the detail of a Joint Service Proposal;
- To make Joint Decisions on behalf of each Authority following careful consideration of the relevant Business Case. Joint Decisions include:
 - a) Apportionment of the costs of the Joint Arrangements (using the methodology set out at Clause **Error! Reference source not found.**)
 - b) Arrangements for the overall structure and resourcing of the Joint Arrangements
 - c) Agreement on the annual budget for the Joint Arrangements
 - d) Consideration and resolution of any matters disputed between the Authorities
 - e) Approval of any external advisors before appointment by an Authority
- To make recommendations to each Authority in respect of Joint Decisions and on the overall way forward for the Joint Arrangements;

- To establish and monitor appropriate performance indicators for Joint Arrangements including financial and service delivery indicators;
- To consider and address any concerns about the Inter Authority Agreement or about the Joint Arrangements in general raised by each Authority;
- To ensure that members of each Authority are regularly updated on the operation and progress of the Joint Arrangements.
- To make decisions and recommendations in relation to the Chiltern and South Bucks Local Plan

OBJECTIVES

The prime purpose of the JC is to drive forward and oversee the Joint Arrangements between Chiltern and South Bucks. To achieve this overall aim, the JC shall (as part of its responsibilities):

- Oversee the development and subsequent delivery of a business case for the creation of a single senior management team (Chief Executive, Directors and Heads of Service) to serve the districts of Chiltern and South Bucks and present conclusions and recommendations to the Authorities both initially and on an ongoing basis.
- Understand the benefits gained and lessons learned from other similar successful and also failed attempts to integrate District Councils and present the findings to the Authorities.
- Recommend a mechanism/formula for the allocation of associated costs and efficiencies across the two organisations.
- Detail the risks, dependencies and resource and policy implications to the Authorities of taking this step and recommend any mitigating actions.
- Propose a communications plan to inform elected members, staff and managers in the Authorities, the media and (where and when appropriate) to residents in the relevant Districts.

Subsequently, consider the next stages of delivering efficiencies through service integration, make any necessary recommendations on the future governance of that process and if requested identify suitable services and a timetable for integration and report accordingly

APPENDIX 2**Chiltern and South Bucks Joint Overview and Scrutiny Committee (JOSC)****Enabling Powers**

This Committee is established under the provisions of Section 102 of the Local Government Act 1972.

1. TERMS OF REFERENCE

The JOSC is authorised to discharge the overview and scrutiny functions of the Councils of Chiltern and South Bucks conferred by section 9E of the Local Government Act 2000 in relation to the functions delegated to the Chiltern and South Bucks Joint Committee (JC).

2. GENERAL ROLE

- a) to perform overview and scrutiny functions on behalf of the two Councils in relation to the functions delegated to the JC
- b) to appoint such Sub-Committee or Working Groups as it considers appropriated to fulfil the overview and scrutiny functions
- c) to receive each Councils' annual overview and scrutiny work programmes
- d) to receive requests from the Joint Staffing Committee and Joint Planning Policy Reference Group to carry out additional work and determine whether to proceed with such requests
- e) to make an annual report to both Councils on work undertaken and recommend the annual work programme for the next municipal year

2. RULES OF PROCEDURE**Membership of the Committee**

- 2.1 The Councils shall appoint 5 members to the JOSC (politically balanced), appointed in accordance with the respective Councils local procedure rules including their period of office, vacancies arising and related matters.
- 2.2 The Committee shall be re-constituted at each Council's Annual Meeting as may be required by them
- 2.3 Each Council shall be entitled to change its appointees during the municipal year

Chairman and Vice Chairman

- 2.4 The JOSC shall elect co-Chairman at their first meeting in each municipal year. The Chairmanship of the Committee shall alternate between the Councils each meeting.

Quorum

- 2.5 The quorum of a meeting of the JOSC shall be 4 provided that there shall be 2 members present from each Council.

Venue for Meetings

- 2.6 The venue for meeting of the JOSC shall normally alternate between the Councils' offices

Amendments to the Terms of Reference (Functions and Remit)

- 2.7 The Councils may amend the terms of reference and/or membership of the JOSC from time to time. Any such amendment shall be agreed in writing by reference back to each full Council, taking into account any recommendation from the JOSC.

Application of Procedure Rules

- 2.8 Rules 5, 6, 12, 13, 16 (save for Rule 16(2) the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 the South Bucks District Council Procedure Rules shall apply to the meetings of the JOSC, and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2), the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of the Chiltern District Council or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply.

APPENDIX 3**Joint Overview and Scrutiny Procedure Rules****1. Application of Rules**

These Rules apply to the Joint Overview and Scrutiny Committee ("JOSC") and any ad hoc Sub-Committees of the JOSC.

2. Terms of Reference and Membership

- 2.1 The Councils' will have a JOSC to discharge the overview and scrutiny functions of both Councils in relation to the functions delegated to the Chiltern and South Bucks Joint Committee ("JC") and appoint members to the JOSC on an annual basis.
- 2.2 The JOSC may appoint such Sub-Committees or Working Groups as it sees fit.
- 2.3 The JOSC will comprise five members from Chiltern District Council and five members from South Bucks District Council and shall not include members of either Council's Cabinet.
- 2.4 Any members (except members of the Cabinet) may be members of the JOSC. However, no members may be involved in scrutinising a decision in which they have been directly involved, for example as a decision-maker or advisor.

3. Meetings

- 3.1 There shall be at least four Ordinary Meetings of the JOSC in each Council year.
- 3.2 In addition, Extraordinary Meetings of the JOSC may be called from time to time as and when appropriate. An Extraordinary Meeting of JOSC may be called by :-
 - a) the Joint Chairman, in agreement, requesting in writing that the Director of Resources call a meeting, or
 - b) any four Committee Members, being at least one from each Council, signing a requisition and presenting it to the Joint Chairmen.If the Joint Chairman fail to call a meeting within 7 calendar days of receiving a requisition under b) above the Committee Members may provide notice in writing to the Director of Resources, who will comply with that request unless he/she considers that the matter can be dealt with at the next Ordinary Meeting.
- 3.3 The quorum for meetings of the JOSC shall be four and include at least two members from each Council.
- 3.4 The JOSC shall elect co-Chairman at their first meeting in each Council year. The Chairmanship of the Committee shall alternate between the Councils each meeting.
- 3.5 The venue for meetings of the JOSC shall normally alternate between the Councils' offices

- 3.6 Meetings will be conducted in accordance with the following Council Procedure Rules :- Rules 5, 6, 12, 13, 16 (save for Rule 16(2) the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 the South Bucks District Council Procedure Rules shall apply to the meetings of the JOSOC, and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2), the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of the Chiltern District Council or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply
- 3.7 All meetings will be in public in accordance with the Access to Information Rules except when confidential or exempt items of business (as defined in Section 100C of the Local Government Act 1972), are under consideration.

4. Work Programme

- 4.1 The JOSOC will be responsible for proposing its own work programme and in so doing shall take into account the views of all members of the Committee regardless of political group.
- 4.2 Approval of the JOSOC work programme is the responsibility of the Councils and will be considered and determined by each Council at their May meetings each year, for the following Council year.
- 4.3 Items may be added to the work programme during the year where appropriate. Requests for the inclusion of additional matters will initially be considered by the Joint Chairmen having regard to the Councils' joint strategic objectives and the ability of the JOSOC to have influence or add value on the subject. A recommendation on a request will be made to the next JOSOC meeting for consideration and determination. Consideration should also be given to the capacity of the Committee and resources available. Any changes to the work programme should be reported to the Councils' mid-year for noting.

5. Agenda Items

- 5.1 A member of the JOSOC shall be entitled to request that an item be added to the work programme in accordance with paragraph 4.3 above. Should the Joint Chairmen fail to include the item on the agenda at the next available meeting the member may give written notice to the Director of Resources that they wish an item relevant to the functions of the JOSOC to be considered by the Committee. On receipt of such a request the Director of Resources will ensure that it is included on the agenda for the next available meeting.
- 5.2 Any member of the Council who is not a member of the JOSOC may, on a maximum of four occasions in any Council year, give written notice to the Director of Resources that they wish an item relevant to the functions of the JOSOC to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Director of Resources shall consult the Joint Chairmen who will follow the procedure in paragraph 4.3 above. Should the Joint Chairmen fail to include the item on the agenda at the next available meeting of the Committee the member may give written notice to the Director of Resources that they wish an item relevant to the functions of the JOSOC to be considered by the Committee. On receipt of such a request the Director of Resources will ensure that it is

included on the agenda for the next available meeting. The Committee will then consider whether or not to include the item on the work programme. If the Committee decides not to include the item the member will be notified of the reasons.

- 5.3 The JOSCS shall also consider any request from the Councils or the JC to undertake scrutiny review or policy development work on their behalf and shall adjust its work programme to the extent necessary to carry out such a review or development. If the work was requested by the JC, the reporting back of the findings and recommendations will be in accordance with Rule 7 below. If the review was requested by the Councils, the JOSCS's report with its findings and recommendations will be provided to the Director of Resources who shall include the report on the agenda for the next available meetings of the respective Councils.
- 5.4 With the prior consent of the Cabinet Leaders the JOSCS may consider a report relating to the discharge of a JC function prior to the matter being considered by the JC.
- 5.5 Where a report is considered by the JOSCS prior to the matter being considered by the JC in accordance with Rule 5.4 above:
- 1) Rule 10 (Call-In) shall no longer apply to any decision subsequently made by the JC on that report; and
 - 2) Rule 6 below shall not apply and the JC will be notified of the recommendations of the JOSCS by the Director of Resources appending a copy of the minutes of the JOSCS to the officer's report or tabling a copy of the minutes at the meeting of the JC.

6. Reports from JOSCS to the JC

- 6.1 Once the JOSCS in exercise of its overview and scrutiny role has formed a recommendation in relation to any matter falling within its terms of reference and which relates to a JC function, the Joint Chairmen will prepare a formal report (called a "Joint Chairmen's Report") and submit it to the Director of Resources for consideration by the JC. The Director of Resources will, subject to Rule 6.3 below, place it on the agenda for the next available meeting of the JC.
- 6.2 The JC will consider the Joint Chairmen's Report at its next scheduled meeting, unless the matter is urgent when the Director of Resources shall convene a meeting of the JC in order that a report on the urgent matter can be considered.
- 6.3 If for any reason the JC fails to consider a Joint Chairmen's Report at the scheduled JC meeting the report will stand referred for discussion at the next Ordinary Meetings of the Councils.
- 6.4 Once a Joint Chairman's Report been considered by the JC, the Cabinet Leaders will respond in writing (called a "JC Response") and provide a copy to the Director of Resources, giving the concluded views of the JC thereon. The Director of Resources will place the JC Response on the agenda for the next available meeting of the JOSCS.

7. Rights of Overview Committee Members to Documents

7.1 In addition to their rights as Members of the Council, Members of the JOSC will have the additional rights to documents and to notice of meetings of the JC as accorded to members of overview and scrutiny committees described in the Access to Information Rules of the Councils' respective Constitutions.

8. Members and Officers Giving Account

8.1 The JOSC may scrutinise and review decisions made or actions taken in connection with the discharge of any JC functions falling within its Terms of Reference. In addition to reviewing documentation, it may require the Cabinet Leaders and any member of the JC, the Head of Paid Service and any Director or Head of Service to attend before it to explain, in relation to matters within their remit :-

- 1) Any particular decision or series of decisions;
- 2) The extent to which the actions taken implement Council policy; and/or their performance;
- 3) And it is the duty of those persons to attend if so required.

8.2 Where any Member or officer is required to attend a meeting of the JOSC under this provision, the Joint Chairmen of JOSC will notify the Director of Resources in writing. The Director of Resources will then notify the Member or officer concerned giving at least 7 days' notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee would require the preparation of a report, then the Member or officer concerned will be given sufficient notice to allow for this to be done.

8.3 Where, in exceptional circumstances, a Member or officer is unable to attend on the required date, then the JOSC shall in consultation with the Member or officer concerned, arrange an alternative date for attendance to take place within a maximum of six weeks from the date of the original request.

9. Attendance by Others

9.1 The JOSC may invite persons other than those referred to in Rule 8 above to address it and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector. In respect of Council officers this shall not extend to officers below Head of Service level without the agreement of the Head of Paid Service or relevant Director.

10. Call-In of a JC Decision

Classification: OFFICIAL

- 10.1 When a decision is made by the JC and the decision has been published on the Council's website and made available in accordance with the Access to Information Procedure Rules, subject to the provisions of this paragraph, it is subject to call-in.
- 10.2 The record of decision will include the date on which it is published and subject to general exceptions, will specify the date on which the decision will come into force, and may be implemented unless called in.
- 10.3 A decision may be called in:-:
- 1) If it conflicts with the Councils' joint policies;
 - 2) If it conflicts with the Councils' budget strategy; and
 - 3) There is evidence to suggest the principles of decision-making as set in the Councils' constitutions have not been complied with (for example the absence of consultation).
- 10.4 During the period between a decision being made and coming into force:
- 1) The Democratic and Electoral Services Manager shall call-in a decision for scrutiny if any three Members in total from either Council, submit to the Democratic and Electoral Services Manager by email to democraticservices@southbucks.gov.uk, a request for a matter to be called in. Such a request is to be made by 5.00pm on the fifth clear working day from the day on when the record of decision is published. The request must include the reasons for the call-in
 - 2) Upon receipt of the request the Democratic and Electoral Services Manager shall consult with the co-Chairman and shall determine whether or not the call-in is in accordance with the requirements of these rules. The Democratic and Electoral Services Manager shall notify the Members who made the request of the determination within 2 clear working days of the request being received
 - 3) If the call-in is accepted the JC decision will be put on hold pending referral to the JOSC
 - 4) The Director of Resources shall within 10 clear working days of the call-in being accepted, after consultation with the co-Chairman, call a meeting of the JOSC. Such meeting is to be held on such date as the Director of Resources shall determine, but to be held as soon as is reasonably practicable.

11. Call-In and Urgency

- 11.1 The call-in procedure set out in Rule 10 above shall not apply where the decision being taken by the JC is urgent. A decision will be regarded as urgent if a delay in implementation would be highly likely to result in significant loss of income, additional expenditure or reputational damage or prevent the Councils from meeting their legal obligations.

Classification: OFFICIAL

- 11.2 The record of a decision made by the JC shall state why it is reasonable in all the circumstances to treat the decision as an urgent one, and therefore not subject to call in.
- 11.3 Decisions in accordance with this procedural rule must be reported to the next available meetings of each Full Council.

13. Procedure at Overview Committee Meetings

- 13.1 A JOSC meeting shall consider the following business in the following order:
- 1) Minutes of the last meeting;
 - 2) Declarations of interest (including disclosable pecuniary and personal interests);
 - 3) Consideration of any matter referred to the Committee for a decision in relation to call-in of a decision
 - 4) A Cabinet Response to a co- Chairman's Report; and
 - 4) The business otherwise set out on the agenda for the meeting.
- 13.2 JOSC meetings are to be conducted in accordance with the following principles :-
- 1) The scrutiny will be conducted fairly and all members of the Committee will be given the opportunity to ask questions of attendees and to contribute and speak;
 - 2) That those assisting the Committee by giving evidence will be treated with respect and courtesy; and
 - 3) That the meeting will be conducted so as to maximise the efficiency
 - 4) To be constructive and positive, adopting non-confrontational and inquisitorial techniques
- 13.3 A member who has raised a matter referred to the JOSC may attend the meeting of the Committee where the matter is discussed unless the matter to be discussed includes confidential or exempt information. The Committee will in any event notify the relevant member of its decision and the reasons for it – subject the exclusion of confidential or exempt information.
- 13.4 Where the JOSC completes its consideration of a matter it will decide whether to make any recommendations to Cabinet/Council/publish its report.

SOUTH BUCKS DISTRICT COUNCIL

GOVERNANCE & ELECTORAL ARRANGEMENTS
COMMITTEE

Review of the Constitution Work Programme
2017/2018

	2017			2018	
	18 July	27 September	23 November	16 January	27 February
Meeting 1 18 July					
<ul style="list-style-type: none"> • Agree scope and principles of the review and a work programme 					
Meeting 2 27 September					
<ul style="list-style-type: none"> • Framework of the Constitution • Procedural Rules 					
Meeting 3 23 November					
<ul style="list-style-type: none"> • Codes , Protocols and Procedures • Roles and responsibilities and terms of reference of the executive • Schemes of Delegation to committees and cabinet 					
Meeting 4 16 January					
<ul style="list-style-type: none"> • Scheme of Delegations to Officers • Partnerships and Decision Structure Chart 					
FULL COUNCIL on 27 February					
<ul style="list-style-type: none"> • Full Council considers recommended revisions, together with arrangements for future amendments and review 					