

**REPORT OF THE CHAIRMAN OF THE GOVERNANCE AND ETHICS  
COMMITTEE**

**CONSTITUTION REVIEW – COUNCIL PROCEDURE RULES**

**Purpose of the Report**

1. To update Full Council on the work of the cross-party Changes in Governance Arrangements Members Working Group and approve the proposed changes to the Procedure Rules for Meetings of the Full Council.

**Information**

2. At the Full Council meeting on 31 March 2022, the Council approved the move from the Committee system of governance to the Executive (Leader and Cabinet) model from the Full Council Annual Meeting on 12 May 2022.
3. It was agreed that there would be a review of the new Executive arrangements after 12 months to allow the new processes to embed and operate, and then consider how the new processes were working and if there were any areas that needed further consideration and possible amendment.
4. There have been ongoing discussions and work over the last 12 months and the cross-party Members Working Group has continued to meet.
5. On considering how the Executive Arrangements have been operating over the past 12 months, the Members Working Group identified 3 areas for further work:-
  - Council Procedure Rules – these had not been fully reviewed during the initial change over to Executive arrangements beyond making any changes required to enable the Executive arrangements to be introduced
  - Scrutiny Review – following a recent call-in Cabinet agreed that scrutiny arrangements should be reviewed
  - Financial thresholds on Key Decisions – the Members Working Group had previously agreed to review the levels set after 12 months.
6. The Members Working Group have first looked at the Council Procedure Rules and the financial levels on Key Decisions.

7. An officer working group has been established to work alongside the Member Working Group, to review implementation of the Executive arrangements, establish best practice and develop protocols and guidance for officers and consider any further training requirements.

#### Council Procedure Rules

8. Members and officers had identified a number of areas within the Council Procedure Rules to review. The Members Working Group considered and endorsed a number of changes as set out in Appendix A, which are designed to improve the smooth running of the meeting, update and clarify current arrangements and practices and provide greater equity between the Groups.
9. A new motion template and an amendments template have been prepared and attached as appendices B and C for information. Guidance on the use of the templates will be developed. Further templates, protocols and guidance may be developed by the Monitoring Officer in consultation with the Group Business Managers as required.

#### Financial Thresholds on Key Decisions

10. The Members Working Group reviewed the current financial thresholds for Key Decisions and were comfortable with the current level set. No changes to the financial thresholds on Key Decisions are proposed at this time. The thresholds will remain under review.

#### Scrutiny Review

11. Following completion of the above elements of the Constitution review, focus will turn to the scrutiny review, which is a significant piece of work. The scoping of this review is underway and the Chairman and Vice-Chairman of the Overview Committee will join the Members Working Group for this work.

#### **Other Options Considered**

12. None. When the change to the Executive model of governance was approved a commitment was made to carry out a review after 12 months.

#### **Reason/s for Recommendation/s**

13. The Council has the authority to make amendments to the Council's Constitution.

#### **Statutory and Policy Implications**

14. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

#### **Financial Implications**

6. There are no financial implications identified from the proposed amendments to the Constitution.

## **RECOMMENDATION/S**

1) That Council approves the revised Procedure Rules for Meetings of the Full Council as set out in appendix A for implementation from 14 July 2023.

**Councillor Philip Owen**  
**Chairman of Governance and Ethics Committee**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (CEH 30/06/2023)**

7. Making changes to the Council's Constitution is reserved to Full Council and therefore they have authority to consider this report and recommendation.

### **Financial Comments (PAA 03/07/2023)**

8. There are no specific financial implications arising directly from the report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Change to Governance Arrangements report to Full Council – 31 March 2022 ([published](#))
- Update on Changes to Council Governance Arrangements report to Full Council – 12 May 2022 ([published](#))

### **Electoral Division(s) and Member(s) Affected**

- All