



Council

4 September 2017

**Subject: Amendment to the Constitution – To permit concurrent meetings of the Policy Committees**

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To seek agreement to make amendments to the Constitution to permit concurrent meetings of the Policy Committees.

**RECOMMENDATION(S):**

**1) That the following amendments be made to the Constitution: -**

- Part IV / Page 3 - Corporate Policy and Resources Committee Terms of Reference, the following footnote be added: -  
“This Committee can meet concurrently with the Prosperous Communities Committee”
- Part IV / Page 4 - Prosperous Communities Committee Terms of Reference, the following footnote be added: -  
“This Committee can meet concurrently with the Corporate Policy and Resources Committee”
- Part IV/ Page 29 – Responsibility for Functions - Head of Paid Service, the additional delegation be added: -  
“to call concurrent meetings of the policy committees when it is considered prudent and efficient to do so in accordance with the agreed protocol.”

**2) That the Monitoring Officer, through the Governance and Audit Committee**

work towards establishing a protocol for running concurrent policy committee meetings. The protocol should establish a criteria for calling such meetings, establishing consultation requirements, address chairmanship, casting votes, and the process of voting.

## IMPLICATIONS

### Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

### Financial : FIN/65/18

There are no financial implications arising from this report.

### Staffing :

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

### Equality and Diversity including Human Rights :

*NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).*

### Risk Assessment :

### Climate Related Risks and Opportunities :

### Title and Location of any Background Papers used in the preparation of this report:

*Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.*

### Call in and Urgency:

#### Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

*i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)*

Yes

No

### Key Decision:

*A matter which affects two or more wards, or has significant financial implications*

Yes

No

## **1.1 Background**

- 1.1 Recently it has become more necessary for the two Policy Committees to meet back to back, particularly when considering large regeneration issues for example, which have both Policy and Financial Implications.
- 1.2 Whilst arguably the current arrangements suffice it can at times appear cumbersome.
- 1.3 It has previously been proposed that such items could go direct to Council, however for the reasons referenced in the Minutes of Annual Council 2017, this proposal was not supported.
- 1.4 Officers have therefore taken further legal advice and it is permissible for two committees to meet concurrently.
- 1.5 It is therefore proposed that the Constitution is amended to permit concurrent policy meetings where necessary.

## **2. Proposal**

- 2.1 It is therefore proposed that the following additions be made to the Constitution at this time: -
  - Part IV / Page 3 - Corporate Policy and Resources Committee Terms of Reference, the following footnote be added: -  
“This Committee can meet concurrently with the Prosperous Communities Committee”
  - Part IV / Page 4 - Prosperous Communities Committee Terms of Reference, the following footnote be added: -  
“This Committee can meet concurrently with the Corporate Policy and Resources Committee”
  - Part IV/ Page 29 – Responsibility for Functions - Head of Paid Service, the additional delegation be added: -  
“to call concurrent meetings of the policy committees when it is considered prudent and efficient to do so in accordance with the agreed protocol.”
- 2.2 With regard to the latter, Officers will work with the Governance and Audit Committee to establish a criteria for calling such meetings, including establishing consultation requirements.
- 2.3 The Monitoring Officer and Governance and Audit Committee will also work towards establishing a protocol for running concurrent policy committee meetings. This protocol will address chairmanship, casting votes, and the process of voting.