

Appendix B Full Council 20 October 2020 Constitution Focus Group

MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 28 SEPTEMBER 2020 AT ONLINE MEETING.

Present:

Cllr Richard Clewer (Chairman), Cllr Richard Britton, Cllr Jon Hubbard and
Cllr Stuart Wheeler

18 **Apologies**

Cllrs Thorn, Rogers and Wright were not in attendance.

19 **Notes of the Previous Meeting**

Resolved:

To approve the notes of the previous meeting.

20 **Part 3B: Policy Framework**

The revised wording for policy framework items (Part 3 B of the Constitution) that required Full Council approval was discussed following a request from Council to confirm there would be no change to the requirement for it to determine certain planning documents. It was confirmed there was no change in this respect and the proposed wording had been amended to reflect this.

It was requested that reference to the Climate Change Strategy be amended to Climate Strategy as this was the current name for this document. This would be confirmed by officers prior to making this change.

It was discussed that the Youth Justice Plan and the Corporate Asset Investment Strategy and Corporate Property Strategy were currently adopted by Cabinet, and the proposals reflected this approach.

Resolved

To approve the revised wording in for Part 3B, subject to an amendment to the title 'Climate Strategy'.

21 **Audit Committee**

It was discussed that it was common practice for Audit Committees to include reference to 'Governance' in their name since it was a significant element of the Committee's remit. A request had been made to update the name of the committee in this way to accurately reflect its responsibilities, noting it would not change the Terms of Reference.

It was noted the request was for implementation in May 2020, however it was requested this be implemented as soon as possible.

Resolved:

To recommend to the Standards Committee a change in the name of the Audit Committee to Audit and Governance Committee noting that no changes are required to the existing Terms of Reference of the committee.

22 **Monitoring Officer Updates**

The Focus Group heard a verbal update on changes the Monitoring Officer planned to make to the Constitution under delegated powers.

Resolved:

To note intended updates to the Constitution by the Monitoring Officer:

a) Update references to Executive Officers, Chief Executive Officers throughout to reflect the new management structure.

b) Update the temporary Planning Committee Remote Procedure to confirm that members of the public can now attend to deliver their own statement.

c) Update references to the Consultation Strategy.

23 **Requests from Councillors and other matters**

The Focus Group considered a request to review the Media Guidance for councillors, it was agreed that a review by the Focus Group was not a current priority as it remained fit-for-purpose, however the guidance would be checked for accuracy.

Resolved:

To request that officers review the content of the guidance for any factual updates needed such as references to legislation.

24 **Urgent Items**

The Focus Group was updated that the Health and Wellbeing Board and the Corporate Parenting Panel wished to make changes to their membership and these would be reported to Full Council.

(Duration of meeting: 1.30 - 1.55 pm)

The Officer who has produced these minutes is Libby Johnstone of Democratic Services, direct line 01225 718214, e-mail libby.johnstone@wiltshire.gov.uk

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17 **Recommendations from the Constitution Focus Group**

A report was presented on recommendations for constitutional changes proposed by the Constitution Focus Group.

It was noted that the Committee had proposed changes to the Policy Framework at its meeting on 15 January 2020. At its meeting on 21 July 2020 Full Council had requested this be reviewed in response to a query raised by a member of the public. The Focus Group had re-considered the proposals and revised the wording in relation to the local development framework documents to clarify that there would no change in those documents being approved by Full Council.

It was also recommended that the name of the Audit Committee be changed to the Audit and Governance Committee, to reflect its terms of reference and responsibilities. No other changes to the Committee terms of reference were proposed.

It was also stated that discussions had been held on amending the terms of reference of the Health and Wellbeing Board, including its membership details.

Therefore, it was,

Resolved:

To recommend Full Council approve the revisions to Part 3B of the Constitution as set out in Appendix C.