

## CONSTITUTION FOCUS GROUP

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### MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 5 JUNE 2018 AT AVEBURY ROOM - COUNTY HALL, TROWBRIDGE.

#### Present:

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

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#### 17 Apologies

Apologies were received from Councillor Ian Thorn

#### 18 Minutes of the Previous Meeting

##### Resolved:

**To approve and sign as a correct record the minutes of the meeting held on 29 March 2018.**

#### 19 Protocol 1: Councillor-Officer Relations

The Focus Group considered a series of proposed changes to Protocol 1 of the Constitution. These included updating the protocol in light of operational changes, reordering the sections to a more logical and consistent layout and clarifications regarding support and facilities provided to councillors and access to information.

The Focus Group discussed the proposal requesting amendments to various sections, in particular for further assessment and changes to the wording on councillors' access to information. It was agreed that further updates would be provided at future meetings of the Focus Group.

##### Resolved:

**For officers to take note of the comments made at the meeting and further revisions to be considered at a future meeting.**

#### 20 Part 4: Council Rules of Procedure

Revisions to Part 4 of the Constitution were considered, with the intention that the revised layout and linking within the document be considered a template for further updates to the rest of the constitution in order to make the document as

a whole more consistent and easier to navigate. A number of updates and clarifications were also proposed within the revised document.

The Focus Group accepted the principle of the changes for more consistent and simpler layout, and requested additional changes be considered at its next meeting.

**Resolved:**

**To consider a further revised Part 4 at the next meeting.**

21 **Part 11A : Corporate Parenting Strategy**

This item was deferred until the next meeting.

22 **Part 3: Schemes of Delegation**

The Focus Group considered a proposal to include wording in Part 3C of the Constitution – Scheme of Delegation of Executive Functions – in respect of the Cabinet Portfolio Holder position. The position was in receipt of a Special Responsibility Allowance and involved high profile work with Cabinet Members, but was not presently defined in the Constitution.

After discussion, it was,

**Resolved:**

**For the Focus Group to be circulated by email proposed wording, to be agreed by Standards on 20 June 2018.**

23 **Urgent Items**

(Duration of meeting: 2.30 - 4.00 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic & Members' Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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