

Appendix A Full Council 20 October 2020 Constitution Focus Group

NOTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 15 JANUARY 2020 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

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

1 Apologies

Apologies were received from Councillors Ian Thorn and Stuart Wheeler.

2 Notes of the Previous Meeting

The notes of the meeting held on 2 September 2019 were presented for consideration and it was,

Resolved:

To approve and sign the notes as a true and accurate record.

3 Protocol 2 and Part 3B of the Constitution: Local Pension Board Terms of Reference and Responsibility for Functions (Wiltshire Pension Fund Committee Terms of Reference)

Following its meeting on 14 June 2019 the Focus Group received updated proposed terms of reference for the Local Pension Board and the Wiltshire Pension Fund Committee.

The Focus Group examined each terms of reference and made a number of suggested amendments to the wording to improve clarity. Revisions were requested in relation to details around delegation to officers or requests made to the Board, references to registers of interest, appointment and confirmation of Chair of the Board, the role of the Investment Sub-Committee, speaking rights, annual reports, appointment of employer representatives and other minor changes.

At the conclusion of discussion, it was,

Resolved:

To receive updated terms of reference taking into account the comments of the Focus Group, at its next meeting.

4 **Part 3B Policy Framework**

The Focus Group received a report proposing a review of Part 3B of the Constitution in respect of the Policy Framework, a list of policies which required approval by Full Council. This included items required by statute to be approved by Full Council and discretionary items which at some point it had been determined should be approved by Full Council.

The list had been reviewed as a number of items were no longer required to be approved by Full Council or had been added to the required list, and it was proposed a number of policy framework items be removed as this was not the most appropriate method for their review and approval.

The Focus Group considered the list, with comments suggesting the Carbon Reduction Strategy should also be approved by Full Council, and discussion of how to develop reviewed policies alongside scrutiny. It was also confirmed that any such strategies required approval by Cabinet prior to confirmation by Full Council.

Resolved:

To request Standards recommend approval of the proposed amendments to Part 3B of the Constitution, and to encourage future reviews of policy framework items to require scrutiny involvement.

5 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.30 - 4.10 pm)

The Officer who has produced these notes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Extract Minutes of the Standards Committee 7 July 2020

7 Constitutional Changes

A report from the Monitoring Officer was received setting out proposed changes to the Constitution as recommended by the Constitution Focus Group.

The changes included updates to the Policy Framework following a review of its contents, and significant changes to the terms of reference to the Wiltshire Pension Fund Committee and Local Pension Board, to clarify their roles and responsibilities among other changes as detailed in the report.

The Committee accepted the recommendations of the Focus Group to amend Part 3B and Protocol 2 accordingly.

The Committee also noted that the Human Resources Code of Conduct had been considered by the Staffing Policy Committee, and as Part 15 of the Constitution would be recommended to Council.

Resolved:

To recommend Council approve the proposed changes to Part 3B and Protocol 2 of the Constitution.