

CONSTITUTION FOCUS GROUP

MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 21 JUNE 2016 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Stuart Wheeler (Chairman), Cllr Julian Johnson and Cllr Glenis Ansell

Also Present:

8 Apologies

Apologies were received from Councillors Ernie Clark and Jon Hubbard, Mr Paul Neale and Miss Pam Turner.

9 Minutes of the Previous Meeting

The minutes of the meeting held on 22 March 2016 were presented and it was,

Resolved:

To approve and sign as a true and correct record.

10 Review of Parts 9 and 11 - Financial Regulations and Procurement Regulations

The Associate Director, Finance, the Associate Director, Legal and Governance, and the Associate Director, Corporate Function, Procurement and Information Governance, presented to the Focus Group proposed revised to the Finance Regulations and the Procurement and Contract Rules. The Focus Group had previously considered an earlier draft of the Contract and Procurement Rules in December 2015.

It was stated there had been a review of council procedures in order to achieve better and more consistent governance. To that end, it was intended to place the bulk of technical details of both sections into new online manuals for staff, as well as simplifying the constitutional material and updating it.

The existing sections in the constitution did not reflect current working practice or the aimed for best practice, did not provide detail in areas such as

responsibility for funding specific areas, or enough detail on the responsibilities of specific committees, members and officers.

In response to queries it was confirmed all staff in appropriate roles, new and old, would be required to be made competent in the appropriate procedures, and it was felt the new approach with a broad constitution setting out principles and definitions, with detailed technical manuals for specific functions, would better achieve that.

The Focus Group examined the proposed new sections, seeking clarification on specific additions and movement of provisions, and at the end of discussion, it was,

Resolved:

To recommend to the Standards Committee that Council adopt the proposed changes.

11 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.20 - 3.20 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

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