

## **CONSTITUTION FOCUS GROUP**

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### **MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 29 MARCH 2018 AT THE LONGLEAT ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Richard Clewer (Chairman), Cllr Richard Britton, Cllr Jon Hubbard, Cllr Nick Murry and Cllr Ian Thorn

#### **Also Present:**

Cllr Stuart Wheeler

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#### 10 **Apologies**

Apologies were received from Councillor Paul Oatway QPM.

#### 11 **Minutes of the Previous Meeting**

The minutes of the meeting held on 6 March 2018 were presented for consideration, and it was,

#### **Resolved:**

**To approve and sign as a correct record the minutes of the meeting held on 6 March 2018.**

#### 12 **Part 2 of the Constitution**

The Focus Group considered a series of corrections and updates to Part 2 of the Constitution to be undertaken by the Monitoring Officer using the powers delegated under Article 15.3 of Part 2 of the Constitution.

The changes were mostly in relation to correcting references to other sections of the constitution, and also revised wording in relation to Article 12, to reflect the council's revised senior officer appointments and arrangements. It was noted that references to the Head of Paid Service in particular could be subject to further revision, to account for the updated position wherein a Corporate Director was no longer holding that position. It was also confirmed Protocol 9 of the Constitution was being updated to set out in detail the roles and functions of all statutory officers, not only that of the Monitoring Officer, which would be referenced in Part 2 once that protocol was approved.

At the conclusion of discussion, it was,

**Resolved:**

**To note the amendments to be made to Part 2 of the Constitution under the delegated authority of the Monitoring Officer under Article 15.3 of Part 2 of the Constitution, as attached to these minutes.**

*The changes to Part 2 in relation to Minute 14 - Recommendations from the Audit Task Group - to be forwarded to the Standards Committee for recommendation to Council.*

13 **Part 3 of the Constitution**

The Focus Group considered a series of changes to Part 3 of the Constitution.

In addition to the updates noted at the previous meeting to be undertaken by the Monitoring Officer using the powers delegated under Article 15.3 of Part 2 of the Constitution, further corrections and updates had been identified, including updates to parish council details, names of partner agencies, numbering updates, removing duplications and other reference changes.

Following its resolution at its last meeting the Focus Group considered proposed wording in relation to Part 3D(3) - Scheme of Delegation Specific to Planning - to set out the arrangements for call-in of Permission in Principle for Minor Residential Development. Confirmation was also sought in relation to the status of the Cabinet Committees listed in the Constitution, with the terms of reference to be removed where they were no longer in existence.

At the conclusion of discussion, it was,

**Resolved:**

- 1) **To note the amendments to be made to Part 3 of the Constitution under the delegated authority of the Monitoring Officer under Article 15.3 of Part 2 of the Constitution, as attached to these minutes.**

*The changes to Part 3 in relation to Minute 14 - Recommendations from the Audit Task Group - to be forwarded to the Standards Committee for recommendation to Council.*

- 2) **And to forward the changes in relation to Part 3D(3) to the Standards Committee for recommendation to Council.**

14 **Recommendations from the Audit Task Group**

Following discussions on 12 December 2017, the Audit Committee at its meeting on 14 February 2018 approved terms of reference for an Audit Task and Finish Group. The Task Group was to identify best practice in relation to Audit Committee responsibilities, and to recommend changed where

appropriate to the Constitution, along with such corrections as necessary to ensure consistent referencing of those responsibilities throughout the Constitution.

A report from Task Group was presented to the Focus Group, identifying proposed amendments to Part 2, Part 3, Part 9 and Protocol 11 of the Constitution. The Focus Group discussed the proposals and suggested alternate wording for some sections, as well as noting the changes in particular clarifying the responsibilities of the Audit Committee and the responsibilities of Overview and Scrutiny under the direction of the Overview and Scrutiny Management Committee.

At the conclusion, it was,

**Resolved:**

**To forward changes as attached to these minutes to the Standards Committee for recommendation to Council.**

15 **Forward Plan and Date of Next Meeting**

The Forward Plan of items was noted, along with the date of the next meeting on 5 June 2018.

16 **Urgent Items**

There were no urgent items.

(Duration of meeting: 12.30 - 2.05 pm)

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