

CONSTITUTION FOCUS GROUP

MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 5 SEPTEMBER 2018 AT THE RUDMAN ROOM - COUNTY HALL, TROWBRIDGE, BA14 8JN.

Present:

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

Also Present:

Cllr Christopher Newbury

30 **Apologies**

Apologies were received from Councillor Paul Oatway QPM

31 **Minutes of the Previous Meeting**

The minutes of the meeting held on 17 July 2018 were presented for consideration and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

32 **Part 4: Council Rules of Procedure**

The Focus Group received the revised Part 4 following their comments and consideration at their meetings on 5 June and 17 July 2018. The section relating to substitution arrangements were discussed, and it was agreed additional guidance was required on the requirements when a member was to be absent and wished to arrange substitution. Wording changes were requested to clarify that the committee member should be the one to indicate their own absence, or a designated group representative where this was not possible or in a case of urgency.

The Focus Group also discussed Closure Motions and how they applied to amendments, in particular a motion to proceed to the next item of business. After discussion it was agreed that all references to such a Closure Motion should be removed as they were unnecessary given a motion that the question be now put was available, and it could prevent a decision being reached on an amendment.

Subject to final checks to ensure number references were correct and incorporation of changes noted above, it was,

Resolved:

To request Standards recommend Council adopt the revised Part 4.

33 **Protocol 4: Planning Code of Good Practice**

The Focus Group considered a report detailing proposed changes to Protocol 4 in relation to Site Visits, following a recommendation endorsed at Overview and Scrutiny Management Committee, accepted by the Cabinet Member. The Cabinet Member and the Chairman of the Planning Committee Systems Task Group, who had proposed the change in procedure to allow site visits to be arranged prior to a committee meeting, had both approved the proposed wording.

The Focus Group considered the proposal, and after discussion were happy with the proposed wording subject to removing references to site visits being made 'very exceptionally'. However, it was also felt that sections of the wider protocol were in contradiction with each other, and therefore any proposed changes to the section on site visits should await a wider review of the whole protocol to ensure all parts were consistent.

Resolved:

To request that a review of the entirety of Protocol 4 take place before any changes to the Site Visit arrangements be recommended.

34 **Protocol 1: Councillor-Officer Relations**

The Focus Group received the revised Protocol 1 following consideration at their meetings on 5 June and 17 July 2018. It was explained that the guidance appendix on Part II papers access had not yet been drafted, and would be circulated as soon as could be arranged. The Focus Group also emphasised that ensuring Protocol 1 was followed would need to be monitored.

Resolved:

Subject to approval of the Part II guidance, and consideration by Group Leaders, to request that Standards recommend Council adopt the revised Protocol 1.

35 **Part 11A: Corporate Parenting Panel**

The Focus Group received the revised Part 11A, to comprise only the procedural terms of reference for the Corporate Parenting Panel.

Resolved:

To request Standards recommend to Council to adopt the revised Part 11A.

36 **Forward Work Plan Updates**

The Focus Group agreed the proposed future items, also to include the wider review of Protocol 4.

37 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.00 - 2.40 pm)

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

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