

## Constitution Review 2010 – WORK PROGRAMME FOR AMENDMENTS TO THE CONSTITUTION

Description	Lead Officer	Action and Updates
Delegations/Decision making	David Thomas/Andy Flood	Contract Standing Orders – Officers have suggested areas for review and these are set out in the discussion paper.
	Nick Vickers	Financial Standing Orders - these will be reviewed to reflect current responsibilities (for example responsibility for payroll) and considered by the Audit Committee in December, together with a Debt Recovery policy.
	Katherine Bescoby	Review officer delegations in line with advice received to make them more generic, and to ensure areas are in line with the management structure of the Council.
	Brian Planner	Review terms of reference of the Hackney Carriage Committee and the Joint Transportation Board to ensure fit for purpose, and consider whether any delegations can be given. (Update awaited)
	David Clifford – link to behaviours of high performing authorities	Council meetings - consider reports from Executive on one of the strategic themes at each Council meeting (other than AGM and budget setting) opportunity for members to ask questions.
	Monica Blades-Chase	Review introduction to Part 3 of the constitution to make decision making process clearer - consider diagram to show executive and council split
	James Freeman/Monica Blades-Chase	Site visits, section 106 Agreements (Members Involvement in Developer Contributions) and LDF Panel arrangements – further advice has been incorporated into summary document.
	Emma Wiggins	Review of LEF process – a report will be submitted to the Executive in December following a review of arrangements
Strategic Role of Full Council	Louise Matthews/Monica Blades-Chase	Budget and Policy Framework – update list of essential policies and strategies – Officers have reviewed the policy framework and it is suggested that the Food Law Enforcement Safety Plan and the Transport Plan are removed.
Issues raised by Members	Mark Radford/Katherine Bescoby	Consideration of minutes of Executive meetings (at full Council). A request has been made for the Committee to consider this.
Community and Voluntary Sector Strategy review and implications around Outside body appointments	Monica Blades-Chase	Principles for making appointments to outside bodies - a protocol is being developed.
	Emma Wiggins/Monica Blades-Chase	Review who we appoint to and whether appointment can be made by Council or Executive. Further advice has been incorporated into summary document along with suggested wording for a suitable amendment to the Constitution.

Description	Lead Officer	Action
Audit Committee	Mark Radford/Jenny Daughtry	Potential for appointment of an independent chairman and check in line with CIPFA guidance. There has been a recent IDeA Peer Review on the Audit Committee and feedback is awaited.
Public Attendance/Public Participation and compliance with section 138 of the Local Government and Public Involvement in Health Act 2007	David Clifford/Mark James/Jason Wignall	Consider how to encourage attendance - use of website and press - public participation page on website  Amendments needed to reflect duty to involve and consult
Mayoralty	Katherine Bescoby	Elements of mayoralty review referred to General Purposes for discussion. Secret ballot for election of mayor and timing to avoid nominations at annual meeting.
Support for Members	Katherine Bescoby/Monica Blades-Chase	Protocol for use of resources and access to information Include requirement re paper copies of agenda where available electronically