

Constitution Review Action Plan

Part A - Issues for consideration by the General Purposes Committee		
Issue to be considered	Commentary	Action/Recommendation
1. Update of the terms of Reference of the Audit Committee	Suggested amendments will reflect discussion with external audit and the peer review of the Audit Committee –nothing controversial	The Head of Audit has suggested revised Terms of Reference for this Committee. Appendix AI
2. Council procedure rules including process for themed debates at council, handling of and number of questions	There have been several themed debates and feedback is invited on the process that is followed.	The Committee may wish to review at this time. It is suggested that the wording is updated to remove option for a themed debate at Budget setting Council meeting.
	There has been a significant increase in the number of questions submitted at Council meetings, so the Committee may wish to review the current procedures.	The Committee may wish to review the current procedure for questions. It has been suggested that consideration is given to changing this procedure to have a 30 Minute time limit and no individual member can ask more than 2 questions. It is also suggested that the deadline for submitting questions is brought forward to allow more time for answers to be prepared. Suggest bringing forward the time limit for submitting question to 4.30 on the Wednesday before the meeting (instead of Friday before the meeting). Appendix All
3. Updating Terms of Reference for the Licensing Committees – in particular the extent of delegations	The Committee is asked to consider giving delegations to the Committee to avoid the current situation of the subject matter of the minutes being debated all over again at Council, particularly hackney carriages and referring minutes from quasi-judicial	The Appendix sets out suggested changes to the terms of reference of the General Licensing Committee: Appendix AllI

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	meetings to full Council.	
4. Police and Crime Panel	At the November Council meeting, the following was agreed:- That this Council be recommended to refer to General Purposes Committee for it to consider the most appropriate way to share any Swale crime and disorder concerns with the Council's Police and Crime panel representative.	It is suggested that prior to meetings of the Panel, a message is added to the despatch letter asking Members to contact the Leader with any areas of concern. These must be within the terms of reference of the Panel. These are attached for ease of reference. Appendix AIV
5. Officer Delegations	An annual review to ensure that the delegations are fit for purpose.	Officers have been asked for views and suggested updates are included in this Appendix. Appendix AV
6. Scrutiny	Process for identifying topics.	The Committee may wish to review arrangements.

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Part B - Issues for which need to be included within the Constitution (no discretion)		
Issue to be considered	Commentary	Appendices
1. Updating the Standards Committee procedure rules including any amendments to public participation rules.	Consequential amendments of the new standards regime: routine, procedural changes and update to public participation rules.	Appendix BI, BII, BIII, BIV.
2. Aligning the Terms of Reference of the Appointments Sub Committee with the Head of Paid Services delegation	There is some inconsistency between the terms of reference of the Appointments Sub-Committee, the delegation to the Head of Paid Service, and the Officer Employment Procedure Rules.	Wording needs to be added to reflect that there will be Member involvement in respect of appointments at Head of Service level. Appendix BV - to follow
3. Considering adding Proper Officer functions to Officer Delegations	There are various proper officer roles which need to be incorporated within the Constitution.	Proper Officer functions are set out in the attached Appendix. Appendix BVI - to follow
4. Access to Information Procedure Rules	This is in need of update to reflect amendments due to revised Executive Regulations.	Appendix BVII
5. Cabinet Appointments to outside bodies	To clarify that the Leader is appointed to certain organisations by virtue of being Leader.	None.
6. Contract Standing Orders	Amendments will need to be made to reflect the Social Value Act once the policy framework in relation to procurement, localism and the Act has been agreed.	None - see report.