

**MINUTES OF THE CONSTITUTIONAL TASK GROUP, HELD AT COUNCIL
OFFICES, WIGSTON,
On 18 JUNE 2014**

IN ATTENDANCE:

Councillors, Mrs H E Loydall, Mrs L M Broadley , M H Charlesworth, D M Carter,
J Kaufman, P Swift

Officers: Mrs A Court- Director of Services and Monitoring Officer

	Narrative	Officer Responsible
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Mrs S B Morris. GA Boulter</p>	
2.	<p><u>MINUTES OF THE MEETING on 29 April 2014</u></p> <p>Agreed. No matters arising.</p>	
3.	<p><u>TERMS OF REFERENCE FOR THE GROUP</u></p> <p>The draft terms were considered and it was agreed that the title of the group be “Constitutional Working Group rather than “Task “ as the work is an ongoing review of the Constitution rather than with other groups to look at specific time limited projects. It was also proposed that the quorum for task/working groups be set at 50% of the membership of those groups. Other minor amendments to the draft were proposed</p>	AC
4.	<p><u>CONSTITUTION UPDATE</u></p> <p>Mrs Court explained the changes that had been made to reflect the revised governance arrangements approved by Council on 29 April 2014. Where Terms of References were missing for Task/Working groups this was because the first meeting of the newly constituted groups had yet to take place. Work on the delegation scheme to Officers was reported as ongoing.</p>	AC

Discussion took place on the Constitution as a whole which summary the proposals included:-

Part 3 – Responsibility for functions

- all members receive training to sit on a Standards Panel
- The process for selecting members to sit on any type of Panel is on a rotational basis from the list of members appointed to each Panel to ensure participation of all members.

Part 4 – Rules of Procedure

- a checklist of key procedural rules be produced for members
- Chairing skill training to be offered to all members
- In the absence of a Chair/Vice Chair it will for the meeting to select the person to Chair/Vice-Chair that meeting from the membership
- Include expressly that the outgoing Mayor remains in Office until the AGM
- Delete the need for a list of substitutes to be agreed in advance by the relevant Political Parties
- Clarification on permitted times for speeches and the purpose of minutes of committees and group being presented to Council is for receipt only, amendments to be raised at the next meeting of the relevant committee or group.
- Clarification on the procedure for speaking at Development Control meetings in relation to supporters and objectors of applications and numbers allowed
- The appointed Mayor/Deputy does not sit as Chair of committee and groups during their Mayoral year.

Part 5 - Codes and Protocols

- Officers Code of Conduct – the monetary value of gifts to be registered is increased to £50 from £25 to accord with the limit set for members to declare.
- Clarification required on whether an additional responsibility payment is to be made for members who sit on outside bodies
- To expressly set out that claims for Child Care and Dependent Carers Allowance need not be formal arrangements or receipts, can include family subject to some form of evidence being provided.