

**MINUTES OF THE CONSTITUTIONAL WORKING GROUP OF THE
15TH OCTOBER 2014**

IN ATTENDANCE:

Councillors

G A Boulter
D M Carter
J Kaufman
Mrs H E Loydall
P Swift

Officers

Mrs A Court
(Director of Services & Monitoring Officer)
M Hall
(Chief Executive)

Min Ref	Narrative	Officer Resp
1.	<u>APOLOGIES</u> Councillors Mrs S B Morris, M H Charlesworth & Mrs L M Broadley	
2.	<u>MINUTES of the last Meeting on 18 June 2014</u> Approved	
3.	<u>MATTERS ARISING</u> Constitution update Part 3 responsibility for functions – members agreed for the role out of training of all members to sit on Standard hearing panels to be as part of the induction programme post May 2015 local elections. Part 4 Rules of Procedure - it to be made clear that it is also a Vice Chairmanship of any committee or group as well as the actual Chair that the Mayor or Deputy cannot hold during their mayoral year. Part 5 Codes and Protocols – AC confirmed that the remuneration panel is looking into the matter of whether an additional responsibility payment is to be made to members who are on outside bodies at their forth coming meetings and this will be reported back to this group. Members asked for clarification to be given as to what constitutes sitting on outside bodies. Members also requested that if not already included, that it is made clear within the remuneration scheme that claims for child	AC AC AC/ID

	care and dependants careers allowance do not need to have formal invoices or receipts provided in order to claim such costs.	
3.	<p>Openness of Local Bodies Regulations 2014</p> <p>Members considered the information provided at page 3 to page 41 of the agenda in relation to the new arrangements in relation to the above regulations and considerable discussion took place on this. In particular a member expressed concerned that the regulations did not provide safeguards for the Council of potential inaccurate and potentially malicious reporting. On this basis a proposal was put forward that the recording of meetings should be re-instigated. Members also asked for the broadcasting of meetings to be looked into, in terms of practicalities and costs for potential future consideration. AC will also check the availability of WI-FI in the Committee Room and Council Chamber. Members were generally content with the example policy and protocol on the recording, photography and use of social media at meetings of the council that had been attached to the papers at pages 38 to 41. Members wanted to include in particular that every agenda included an item for the Chair to give an explicit reminder at the start of each meeting that mobile phones should be turned off or on silent mode; that wherever possible those present should refrain from taking telephone calls; that the meeting may be filmed or recorded. There will be no additional electronic facilitation other than that already provided for in the Council Chamber and responsibility for charging batteries etc is the individuals as this will not be provided by the Council. New signage will be needed at the entrance to the Council Chamber to alert the public that filming and recording may take place and notice that wherever possible the Democratic and Electoral Services Officer is informed upon arrival at the meeting that an individual or the press are there to record or film. The reason for this to be set out in the Protocol in a positive way as being for the purposes of ensuring the smooth running of the meeting such as making sure those who do want to film or record are seated in an area that will facilitate this and not cause disturbance for others present. A designated area within the Council Chamber and Committee Room is to be set aside for those who want to film; the site of this area should be where there is the least possibility of capturing the wider audience.</p>	AC/ID
4	<p>Checklist of Key Procedural Rules</p> <p>A draft Checklist was circulated at the meeting by AC. Members suggestions for finalising this included that it is substitutes of the Development Control Committee and Licensing Panels who must have received training in the past 12 months in order to sit on those Committees/Panels. It was also requested that the Checklist include provision for a Member's standing request if they wish to be provided with paper copies of agendas etc. In relation to rules and procedures of debate, it is made clear that only two comebacks are allowed by a Councillor during a debate.</p>	AC

<p>5.</p>	<p>CIVIC RECOGNITION – APPROACH FOR FORMAL ARRANGEMENTS TO BE PUT IN PLACE.</p> <p>MH explained the purpose of the paper that was attached at page 42 of the agenda. The “Worshipful Company of Framework Knitters” had requested for formal recognition of the Company particularly in view of the Company’s Almshouses are situated in the borough and in recognition of that the Livery Company would like to establish a stronger link with the Council. The proposal included in the paper that reciprocal invites for the Mayor of the borough and the Master of the Company to attend at each of their respective formal functions throughout the year be considered. Considerable discussion took place on this and concluded that an invite to the annual Mayor Making would be extended to the Master of the Company in a year that he/she is a resident of the borough. This led onto a debate about the criteria for attendance at Mayor making and the group asked if the criteria for invites to Mayor making be circulated for further consideration at a subsequent meeting.</p>	<p>MH</p>
<p>6.</p>	<p>PROSPECTIVE COUNCILLOR EVENT AND NEWLY ELECTED COUNCILLOR TRAINING.</p> <p>Members agreed to the date of the 11th November for the prospective Councillor event and those that can attend will do so. Members felt that the training programme put in place post the last local elections was comprehensive and well paced and endorsed the same format be followed for the 2015 induction programme.</p>	<p>AC/ID</p>