

**MINUTES OF THE MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 17 JANUARY 2018
COMMENCING AT 6.30 PM**

PRESENT

Councillor M H Charlesworth (Chair)

COUNCILLORS

G A Boulter (Substitute)
Mrs L M Broadley
M L Darr
B Dave
K J Loydall JP

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
Mrs A E Court (Interim Chief Executive)
D M Gill (Head of Law & Governance / Monitoring Officer)
Hinds (Director of Finance & Transformation / Section 151 Officer)
M Hone (Interim Director of Services)

9. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors E R Barr, J Kaufman and Mrs S B Morris.

10. APPOINTMENT OF SUBSTITUTES

Councillor G A Boulter substituted for Councillor Mrs S B Morris.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES OF THE PREVIOUS MEETING HELD ON 26 JULY 2017

RESOLVED THAT:

The minutes of the meeting of the previous Committee held on 26 July 2017 be taken as read, confirmed and signed.

13. ACTION LIST ARISING FROM THE MEETING HELD ON 26 JULY 2017

RESOLVED THAT:

The Action List be noted by Members.

14. PETITIONS AND DEPUTATIONS

None.

15. REVIEW OF THE COUNCIL'S CONSTITUTION

The Committee gave consideration to the report (at pages 5 - 6) as delivered and summarised by the Head of Law & Governance / Monitoring Officer which should be read together with these minutes as a composite document.

The Committee was advised that the recommendation to appoint a new ad-hoc Constitutional Working Group ("the Working Group") was made as the former Constitutional Task Group ("the Task Group") had not been re-appointed for the past two successive municipal years at the Council's Annual General Meeting (AGM).

Residents' Forums Revised Terms of Reference

The Committee heard that as part of the review of the Oadby, Wigston and South Wigston Residents' Forums, a priority item for consideration by the new Working Group was the revised Terms of Reference ("the revised Terms") for the Forums.

The purpose of the revised Terms was said to provide clarification as to a properly-defined role for the Forums, primarily as consultative as opposed to decision-making bodies, and a means for Forum meetings to be better managed and administered.

It was agreed by Members that, in principle, any revised Terms should apply consistently across the three Forums and that, in order to foster a more conducive interfacing role between Members and residents, that meetings should not be governed nor conducted in an overly-bureaucratic or highly-formalised manner.

The revised Terms were said to take into account the feedback received from Members and residents and were to be brought to Full Council on 22 February for approval, subject to further consultation at the Forums in February/March.

Committee Structure and Scheme of Delegation

The Committee heard that a review of the Council's existing committee structure and, underneath which, the bringing forward of a more robust Scheme of Delegation to Officers ("the Scheme") also required the new Working Group's attention.

The purpose of this review and the bringing forward of the Scheme was said to primarily enable the Council to operate on a more streamline and business-like footing whereby relevant Officers would be duly empowered to take operational decisions promptly and effectively without recourse to the appropriate Committee.

It was anticipated that any changes to the Council's committee structure and the implementation of the Scheme were to be brought to Full Council on 24 April for approval and, if accepted, would take effect from the 15 May at the Council's AGM.

The long-term continuance of the roles, responsibilities and functions currently discharged by the Change Management Committee, whether by this or a newly-constituted committee, was also raised by Members as an item for consideration.

Other Constitutional Matters

The Committee was advised that once the significant operational matters aforementioned were resolved, further consideration thereafter would then be given to the Council's Meeting Procedure Rules and its various Codes and Protocols.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

- (i) Members note the on-going review of the Constitution; and**
- (ii) A 5-Member cross-party Working Group be appointed to provide input, advice and support to the constitutional review process.**

The Committee requested that those Members appointed to the former Task Group be notified as to its disbandment and an all-Member invitation be circulated to gauge interest from Members wishing to be appointed to the new Working Group.

16. INVESTORS IN PEOPLE: GENERATION SIX

The Committee gave consideration to the report and appendix (at pages 7 - 20) as delivered and summarised by the Interim Director of Services which should be read together with these minutes as a composite document.

The Committee commended the Council's achievement of the new sixth generation Investors in People (IIP) standard as a testament to the hard work of its entire staff.

In consideration of the IiP Action Plan, Members emphasised that work to foster better and more effective communication between Officers and middle/top-level management should continue to strengthen an inclusive working environment.

Furthermore, and following the success of the recent intake of apprentices, Members also wished to see the Council consider the wider employment of people with learning disabilities so to further build capacity and promote equality opportunities.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

- (i) The outcome of the Investors in People Assessment be noted by Members; and**
- (ii) the Action Plan designed to ensure that the Council demonstrates continuous improvement is approved.**

The Committee requested that a copy of the resolved IiP Action Plan be circulated to all Members.

THE MEETING CLOSED AT 7.12 PM



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Chair
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Wednesday, 04 April 2018
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