

**MINUTES OF THE CONSTITUTIONAL TASK GROUP, HELD AT COUNCIL  
OFFICES, WIGSTON,  
On 2 April 2014**

**IN ATTENDANCE:**

Councillors, Mrs S Morris, Mrs L Broadley, B Boulter, P Swift  
Apologies : Mrs H Loydall

Officers: Mark Hall – Chief Executive  
Mrs A Court- Director of Services and Monitoring Officer

	Narrative	Officer Responsible
12.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies received from Mrs H Loydall</p>	
13.	<p><b><u>MINUTES OF THE MEETING on 20 November 2013</u></b></p> <p>Agreed. No matters arising.</p>	
14.	<p><b><u>REVIEW OF MAYOR &amp; DEPUTY MAYOR PROTOCOL</u></b></p> <p>The Director of Services gave an update, that the protocol was virtually complete with just the procedural "aide memoire" booklet for officers to be finalised. Since the last meeting Councillor Mrs L Broadley had met with the Director of Services to assist with the booklet. Further consideration to be given in future job specifications for the PA to the Management Team and Mayor Function attending at the Mayor's charity events in addition to civic functions to assist with administration tasks. The Director of Services to enquire into the allocation of tickets for the Royal Garden Party to ensure correct number of invites are received in line with other local district authorities. All agreed that a further piece of work on a protocol for</p>	<b>AC/JD</b>

	<p>financial matters relating to the Mayoral roles is needed; particularly on personal allowances; handling cash; travel expenses and entertaining expenses.</p>	
15.	<p><b>DELEGATION SCHEME</b></p> <p>Nothing further to add to the previous minutes, other than this is work in progress</p>	AC
16.	<p><b>PROTOCOL FOR MEMBERS SPEAKING AT COMMITTEE MEETINGS</b></p> <p>This is in relation to members' who are not on a committee but have the Chair's permission to speak at that committee eg Ward members' It was agreed that it be included within the Constitution's procedural rules that a member who is not on a committee but attends to speak at a meeting, is to sit in the public gallery and not at the table with members of the committee so there is a clear distinction for transparency.</p>	AC
17.	<p><b>PROPOSED MEMBER AND OFFICER PROTOCOL</b></p> <p>The Chief Executive circulated a draft of some suggested basic principles for inclusion in a revised member and officer protocol. The group agreed with the principle with some clarification to be added that there would be some involvement by members on day to day operational/staffing issues when they sat as Appeal Panel members. In addition, the group emphasised the need for improved communications with regular good news press releases. The Chief Executive confirmed that it is proposed that the additional resource to support Senior Management Team would take on a communications role. The group also requested that the Chairs of committees be informed beforehand of which Officers will be attending at meetings.</p>	MH
18.	<p><b>AMENDMENT OF STANDING ORDERS TO REQUIRE RECORDED VOTES FOR BUDGET AND COUNCIL TAX SETTING</b></p> <p>This was now required by "The Local Authorities (Standing Orders)(England) (Amendment) Regulations 2014. A form of wording drafted by the Director of Services to include with the Constitution procedural rules was agreed with it being made clear that it will not be just a show of hands but that the name of each member present and how they voted will be recorded.</p>	AC

<p><b>19.</b></p>	<p><b>DEVELOPMENT CONTROL SITE VISIT PROTOCOL</b></p> <p>The report of July 2009 setting out arrangements for site visits prior to a Development Control meeting was considered particularly in view of recent queries as to whether Ward members may also attend. The group agreed that the protocol be amended to include that any Councillor may attend a site visit subject to prior notification to the Planning Control Manager and that they remain with the official group of members' and officers. Some further minor amendments were requested, that references to the Chair leading on the site visit /answering questions etc be amended to Officer.</p>	<p><b>AC</b></p>
<p><b>20.</b></p>	<p><b>EVOLVING COUNCIL GOVERNANCE – FUTURE ARRANGEMENTS FOR STANDARDS AND SCRUTINY FOLLOWING ABOLITION OF THOSE COMMITTEES</b></p> <p>Following the abolition of the above 2 committees being approved at the Council meeting on 25 February 2014 the group confirmed that references to the these 2 committees be deleted from the Constitution</p>	