

Scrutiny Panel Agenda



Constitution and Members Services Scrutiny Panel Tuesday, 23rd September, 2014

You are invited to attend the next meeting of **Constitution and Members Services Scrutiny Panel**, which will be held at:

Committee Room 1
on **Tuesday, 23rd September, 2014**
at **7.00 pm** .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

M Jenkins - The Office of the Chief Executive
Tel: 01992 564607
Email:democraticservices@eppingforestdc.gov.uk

Members:

Councillors Mrs M Sartin (Chairman), A Watts (Vice-Chairman), Mrs J Lea, Mrs M McEwen, J Philip, Mrs C P Pond, D Stallan, Mrs J H Whitehouse, G Waller and S Weston

SUBSTITUTE NOMINATION DEADLINE:

18:00

1. APOLOGIES FOR ABSENCE

2. NOTES OF THE LAST MEETING (Pages 3 - 8)

To agree the attached notes from the last Panel meeting of 28 July 2014.

3. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

4. DECLARATION OF INTERESTS

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

5. TERMS OF REFERENCE / WORK PROGRAMME (Pages 9 - 12)

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

The OSC is about to formulate next years OS work plan incorporating a programme for this Panel. In view of this, the Panel may wish to bring forward suggestions/ideas on topics for inclusion in its work programme for next year.

6. CONSTITUTION REVIEW - INITIAL SCOPING REPORT (Pages 13 - 24)

(Assistant Director Governance and Performance Management) To consider the attached report and appendix.

7. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

8. FUTURE MEETINGS

The next programmed meeting of the Panel will be held on Thursday 27 November 2014 at 7.00p.m. in Committee Room 1 and then on:

Tuesday 13 January 2015; and

Tuesday 17 March

**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF CONSTITUTION AND MEMBERS SERVICES SCRUTINY
PANEL
HELD ON MONDAY, 28 JULY 2014
IN COMMITTEE ROOM 1
AT 7.05 - 8.10 PM**

Members Present: Mrs M Sartin (Chairman), A Watts (Vice-Chairman), Mrs M McEwen, J Philip (Governance and Development Management Portfolio Holder), Mrs C P Pond, D Stallan (Housing Portfolio Holder) and G Waller (Safer, Greener and Transport Portfolio Holder)

Other members present:

Apologies for Absence: S Weston

Officers Present G Chipp (Chief Executive), W MacLeod (Elections Officer) and M Jenkins (Democratic Services Assistant)

1. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

It was advised that there were no substitute members present.

2. NOTES OF THE LAST MEETING

RESOLVED:

That the notes of the last meeting of the Panel held on 18 March 2014 be agreed.

3. DECLARATION OF INTERESTS

There were no declarations of interest made pursuant to the Member's Code of Conduct.

4. TERMS OF REFERENCE / WORK PROGRAMME

(a) Terms of Reference

The following Terms of Reference were noted.

(b) Work Programme

The following was noted:

(i) Item 3 Joint Consultative Committee – Terms of Reference and Constitution regarding representation of non-union staff

The Panel was advised that the last Joint Consultative Committee had recommended no proposals for changing the current arrangements for representations.

(ii) Item 4 Constitution Review Initial Scoping Report

Although a scoping report was being submitted to the September Panel meeting, Members suggested that a panel sub-group should be planned to deal with certain aspects of the review.

5. LOCAL ELECTIONS 22 MAY 2014

The Panel received a report from the Returning Officer regarding the Local Elections on 22 May 2014.

The following elections were held on 22 May 2014:

- (a) Election of 7 Members of the European Parliament for the Eastern Region of the UK;
- (b) 19 District Council Wards; and
- (c) 1 Parish Council by-election for Buckhurst Hill West.

Voter turnout at the various elections ranged between 44% in the Buckhurst Hill East Ward and 28% in Waltham Abbey Paternoster Ward. Turnout for the European Parliamentary Election, within the district, was 35.58%, compared with a turnout of 35.90% across the region.

It was noted that there were few issues with the election, generally all practices were completed successfully. Members were advised of the following:

- (i) A total of 8,309 postal votes were issued, only 8 packs failed to reach electors and were re-issued;
- (ii) 73% of postal votes were returned, which equated well with previous elections;
- (iii) One nomination paper delivered on 24 April 2014 did not have the necessary consent to include a political party logo on the ballot paper. The agent had insufficient time to rectify this error, before the submission deadline;
- (iv) Project planning and a Risk Register for the elections were prepared in December 2013 and reviewed regularly;
- (v) There were 80 polling stations in 64 buildings with 72 presiding officers and 125 poll clerks;
- (vi) All of the polling stations were opened on time, however at Murray Hall, Loughton, with two polling stations, there was some confusion for voters. Consideration would be given to improving directions for electors when using such buildings;
- (vii) A complaint received about a candidate for Nazeing was referred to the police. The Returning Officer received some complaints about imprints on election literature which were also passed on;
- (viii) The issue of postal votes went smoothly. Initially problems were experienced with software and scanners used for checking personal identifiers, but this was resolved remotely. 196 postal votes were rejected for various

reasons, over 60 of which did not contain a ballot paper or postal voting statement. It was advised that new legislation required the Electoral Registration Officer to inform electors, after a poll, that their postal vote identifiers had been rejected;

(ix) No in-house printing problems were experienced, however the logo for one group was not reproduced as agreed following the 2013 elections. A proof had currently been accepted with this group's agent before the forthcoming election. As per usual, manual checks were undertaken on each printed ballot paper;

(x) The verification and counting of ballot papers took place at Theydon Bois Village Hall on 23 and 25 May. The count went smoothly; and

(xi) Police liaison was adequate during the whole process.

Members thanked officers for their work on a well run election and count.

Members were concerned about potential difficulties in the forthcoming May 2015 General, District and parish elections, where verification would be carried out at the same time. It was acknowledged that more counters would be needed, but members supported using Theydon Bois Village Hall. The Panel suggested using the stage and moving the press to another area. The Returning Officer agreed with this principle but agreed that a review was required to assess whether the venue was adequate for the upcoming elections and how the space could best be used.

Members suggested that a different rota of staff could be employed at the count from those involved on polling day. The Returning Officer agreed to undertake a review of the implications of using different staff rotas.

The Panel requested that refreshments be provided at the count for visitors and guests with more space for them. It was noted that these were not provided for non-staff. The issue of count location and space should be factored into the reviews being undertaken if possible. It was also suggested that non-issued attendance tickets to the count could be allocated elsewhere and the Returning Officer agreed to look into the legality of this.

Members requested weighted polling station signs as some were light enough to be blown over.

The Panel was advised that reminders would be given next year to political parties and agents of the importance concerning collection of poll cards from electors at polling stations. Members suggested a protocol with the parties to advise on the disposal of poll cards collected by tellers. It was noted that voters were under no obligation to hand poll cards to tellers, it was done at their discretion. However, tellers could hand any cards that came their way to Presiding Officers or Poll Clerks.

RECOMMENDED:

That the report regarding the Local Elections held on 22 May 2014 be recommended to the Council for approval.

6. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

The Panel received a report from the Returning Officer regarding Review of Polling Districts, Polling Places and Polling Stations.

The Electoral Registration and Administration Act 2013 made it compulsory for this authority to carry out a review of Parliamentary polling districts and polling places within 16 months, starting from 1 October 2013, with further reviews starting on 1 October of every fifth subsequent year. It was necessary for the Council to consider polling districts and places in the Epping Forest Parliamentary constituency and those parts of the Brentwood and Ongar and Harlow situated within the district.

A polling district was a geographical area created by the sub division of a UK Parliamentary Constituency for the purposes of an election. A polling place was the building or area in which polling stations would be selected by the Returning Officer. A polling station was the room or area within the polling place where voting took place.

Notice of a review together with details of the existing polling districts, polling places and polling stations were given on 24 March 2014. Copies were made available at the Civic Offices, local libraries, and details published on the Council's website. Consultation took place via the Council Bulletin, with details sent to the three local MPs, Eastern Region European Union Members, Parish and Town Councils, local County Councillors, political party agents, Returning Officers for the three District Parliamentary Constituencies and those with specific experience of assessing disabled access.

The consultation period ran from 24 March to 30 May 2014.

Results of the Consultation Exercise

Epping Town Council requested that Homefield Close, Epping was split between two polling districts with electors occupying numbers 1-6 voting in one place and those at 7-19 voting elsewhere. It was recommended that house numbers 7-19 be transferred to the United Reformed Church.

The Returning Officer for the Epping Forest Constituency highlighted the following:

- (a) Parking difficulties at Allnutts Institute, Epping polling station could not be resolved as there was no suitable alternative within the polling place. However recently the District Council had funded works at the Institute for making the entrance safer and more user friendly.
- (b) The Returning Officer had purchased a portable ramp for Hastingwood Village Hall polling station to facilitate easier access for wheelchair users.
- (c) The community governance review, in 2012, for Matching Green Village had changed the boundaries for parish, district and county council elections but there had been no opportunity for changing the Parliamentary constituency boundaries. As a result the parliamentary election in 2015 would involve some voters in Brentwood and Ongar using a polling station in Harlow. Although not ideal, the situation could be managed with careful publicity stressing that there would be two polling stations at Matching Village Hall.

No representations were received from the public in respect of the Returning Officer's representations and none were received by the Returning Officers for the Brentwood and Ongar and Harlow constituencies. The following comments and views were received:

- (i) District Councillor G Chambers requested a different venue for the polling station for Buckhurst Hill West district ward, suggesting the library in Queens Road. There were two polling stations serving that ward currently, representations were made to Essex County Council regarding possible use of the library. The Library Service felt that polling day being a Thursday was their busiest day and therefore would be unwilling to close. They added that the public area was quite limited and it was impossible to open both the library and a polling station at the same time.
- (ii) Stapleford Abbots Parish Council felt that having one polling station at the village hall was adequate for the parish.
- (iii) The re-development works proposed for buildings adjacent to the polling station at St. Mary's Parish Centre, High Road, Loughton could disrupt access for electors advised Loughton Town Council. They requested an alternative location.
- (iv) Moreton, Bobbingworth and the Lavers Parish Council requested that polling stations for the High Laver East and Little Laver polling districts should be changed from Matching Village Hall to Magdalen Lower Village Hall.
- (v) An elector living at The Windsors, Buckhurst Hill who currently voted at the Woollard Centre advised that she previously had voted at the Church Hall, Lower Queen's Road, which was more convenient, particularly for elderly electors. It was advised that the Woollard Centre had been the polling station for many years, with the Church Hall only used when the Woollard Centre was being renovated.

A new polling station would be needed at Chigwell Row as the current one was being demolished.

RECOMMENDED:

That a report be submitted to the Council recommending:

- (a) That the proposals for Polling Districts and Polling Places in the Epping Forest District as set out in Appendix 1 and the reasons set out in Appendix 2 be approved;
- (b) That the proposals be published and copies made available for public inspection at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;
- (c) That the intention of the Electoral Registration Officer to reflect in the revised electoral register to be published on 1 December 2014 any alterations required as a result of the review be noted; and
- (d) That the returning Officer when determining the location of Polling Stations for future elections, take account of the comments made about Polling Stations during the consultation period.

7. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

The following two reports would be submitted to the forthcoming Overview and Scrutiny Committee:

- (a) Local Elections 22 May 2014; and
- (b) Review of Polling Districts, Polling Places and Polling Stations

8. FUTURE MEETINGS

The next meeting of the Panel would be held on Tuesday 23 September 2014 at 7.00p.m. in Committee Room 1.

TERMS OF REFERENCE - STANDING PANEL

Title: Constitution and Member Services
Status: Standing Panel
Terms of Reference: 1. To undertake reviews of constitutional, civic, electoral and governance matters and services for members on behalf of the Overview and Scrutiny Committee. 2. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate.
Chairman: Councillor M Sartin

This page is intentionally left blank

Constitution and Member Services Standing Panel (Chairman – Cllr M Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of Polling Stations	28 July 2014		28 July 2014; 23 September; 18 November Changed to 27 November 2014 13 January 2015; and 17 March
(2) Review of Elections	28 July 2014		
(3) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff	TBA		
(4) Review of the Council's Constitution		To be completed by March 2016	

This page is intentionally left blank

Report to the Constitution and Member Services Standing Scrutiny Panel



Date of meeting: 23 September 2014

Subject: Constitution Review – Initial Scoping Report

Officer Contact for further Information: Simon Hill (01992 56 4249)

Democratic Services Officer: Mark Jenkins (01992 56 4607)

Recommendations:

- (1) To consider how a review of the constitution should undertaken**
- (2) To agree priority to reviewing the various elements with a view to completion by March 2016;**
- (3) To consider specific reviews of issues raised to the proper officer set out below:**
 - (i) Speaking and arrangements at Planning committees;**
 - (ii) Terms of reference for DDCC and Planning subcommittees**
 - (iii) Minority references;**
 - (iv) Thresholds for leases and licenses within delegations and contract standing orders;**
 - (v) Clarity of application of the procedure rules in different settings;**
 - (vi) Use of the Chairman’s Casting vote;**
- (4) To discuss further areas that members may wish to review individually;**
- (5) To recommend an appropriate work programme to the Overview and Scrutiny Committee.**

Report:

1. (Assistant Director Governance and Performance Management) The requirement for a Constitution stems from the passing of the Local Government Act 2000. This act also gave rise to the options for governance for Local Authorities which saw the establishment of Leader and Cabinet arrangements. Section 38 of the Act requires the Council to have and maintain a constitution that contains:

- (i) Information required by the Secretary of State;**
- (ii) The authority’s Standing Orders;**
- (iii) The code of Conduct; and**
- (iv) Such other information that the authority consider appropriate.**

In 2000 a team of officers brought together elements from previous handbooks and rules and put together a new constitution based upon a government model.

2. Since that time, and to reflect changes required by circumstance, the Constitution has grown to over 650 pages in length. No overriding review has been undertaken since 2000. The agreed Business Plan for the Governance Directorate includes the aim of completing a review of the Constitution by March 2016. This, however is not a hard and fast deadline.

3. This Panel has, over recent years, undertaken a number of reviews of sections of the Constitution. Quite separately, reviews have been undertaken by other bodies for example the Overview and Scrutiny Review Panel (Overview and Scrutiny Rules and Procedures) or are normally the responsibility of other Committees (Code of Conduct for example). This review does not seek to undermine or re-rehearse work done recently, more to seek to ensure consistency of wording and rules across the piece and rationalise procedures to avoid duplication or repetition.

4. Some sections have never been reviewed. Some have not kept pace with changes made elsewhere in the document or within the Council's own work processes.

5. Work to undertake the review would seem to fall into the following categories:

- (i) Areas where no review is necessary (where reviews have been recently undertaken or where members decide no further work is necessary);
- (ii) Areas that require a simple review of the wording;
- (iii) Areas that require rationalisation of either wording or where they sit within the document;
- (iv) Areas where change is required or desired;
- (v) Areas where there has been request to review individually; and
- (vi) Areas that could otherwise be published.

6. Additionally members themselves may wish particular section of the document to be reviewed. As a start specific areas that have been raised are:

- (i) Speaking and arrangements at Planning committees

Issues have been raised around speaking arrangements, chairman's discretions and associated officer procedures which have been the subject of complaint.

- (ii) Minority references

The application of referrals to DDCC has been subject of member query recently.

- (iii) Terms of reference for DDCC and Planning subcommittees

Complaints have been received about the application of referrals and how applications are called into DDCC.

- (iv) Thresholds for leases and licenses within delegations and contract standing orders;

Specific request has been received from Estates colleagues about the thresholds of leases and licences where these appear to restrict normal business leases being completed at officer level.

(v) Clarity of application of the procedure rules in different settings

There are various sets of procedure rules which apply in different committees. These could be simplified so that their application is more easily understood.

(vi) Use of the Chairman's Casting vote

The use of the second or casting vote is raised from time to time.

7. Items (i) and (iii) are to be considered by the Planning Scrutiny Panel this year. Members are asked to bring forward additional items for closer scrutiny.

8. Officers have undertaken work to identify recent reviews which is attached at Appendix 1 to this report. This forms a checklist which members may wish to work through to come up with a work programme. From this list members are asked to identify areas of priority for review. For each area recent reviews have been flagged up together with a commentary by officers.

9. It is suggested that, as a start, members begin the process this year by:

(i) Reviewing the Articles of the Constitution – These underpin the remainder of the document in any event;

(ii) Undertaking or overseeing the review of those areas which have been raised to the officers or are desirable by members – i.e. our priorities;

(iii) Looking at the structure of the document and to include or rule out sections that might need to be part of the forward programme.

10. As to the process to be adopted, it is suggested that members have before them the sections of the Constitution they are reviewing at that meeting and a short commentary of suggested changes made by officers. Once an area of work has been concluded consultation with other parties can take place through the Members Bulletin or via specific targeted consultation.

11. Based upon Members wishes, officers will compile a work programme based on the existing programme of Panel meeting for approval by the main Overview and Scrutiny Committee. Once the full programme is completed it is intended to reaffirm the whole document at full Council. Specific items may take the route to full Council in advance of that time if operational matters require it.

This page is intentionally left blank

No	Constitution Part	Last Review Date	Comments
Part 1	Summary and Explanation	N/A	Requires review wording and structure charts
Part 2	Articles of the Constitution		
Article 1	The Constitution	N/A	
Article 2	Members of the Council		
Article 3	Citizens and the Council	N/A	Wording review required
Article 4	The Full Council	N/A	Plan/Policy framework needs review
Article 5	Chairing the Council Election of Chairman of the Council Appointment of Vice-Chairman of Council Civic/Ceremonial Role (1) Appointments at Annual Council Review (2) Appointments at Annual Council - Review	Probably does not need review Reviewed at C/Mbr Services SP 7 February 2013 and in February 2012	Agreed Council 27 March 2012 Agreed Council 19 February 2013
Article 6	Overview and Scrutiny Committee	N/A	Wording review required
Article 7	The Executive Amendments following the Localism Act 2011 – (a) 7.02 Form and Composition of the Executive (b) 7.03 Leader of Council (c) 7.04 Deputy Leader (d) 7.05 Deputy Leader Powers to Act (e) (i) 7.05 Other Executive Members (f) 7.06 Leader/Deputy Leader Unable to Act (g) 7.08 Responsibility for Functions	Reviewed C/Mbr Services SP 26 March 2013	Wording review required Agreed Council 23 April 2013
Article 8	Regulatory and other Committees	N/A	Wording review required Sign post article only.
Article 9	The Standards Committee	N/A	Wording review required Could procedure be separated to another place?
Article 10	Area Committees and Forums	N/A	Wording review required Link to article 8?
Article 11	Audit and Governance Committee (a) Review of Constitution	Reviewed Constitution Mbr Services SP 16 July 2012	Agreed Council 27 September 2012

No	Constitution Part	Last Review Date	Comments
	(b) Eligibility for Membership Para 11.6 (a)	Reviewed Constitution Mbr Services SP 8 Nov 2011	Agreed Council 13 December 2011 Further review required?
Article 12	Constitution – Joint Arrangements		
Article 13	Officers	N/A	Out of date requires review
Article 14	Decision Making	N/A	Needs review in light of recent legislation changes
Article 15	Finance, Contracts and Legal Matters	N/A	Wording review required
Article 16	Review and Revision of the Constitution	N/A	Wording review required
Article 17	Suspension, Interpretation and Publication of the Constitution	N/A	Wording review required

No	Constitution Part	Last Review Date	Comments
Part 3	Responsibility for Functions		
	Responsibility for Functions	Leader Decision Reviewed Constitution Mbr Services SP 18 March 2014	Agreed Council 10 June 2014 Review by Council on 22 April 2014
Part 3 (3)	<p>(1) Schedule of Council and Executive Functions – Delegation D5-D26</p> <p>(a) Part 3 (3) Responsibility for Functions App 6. Scheme of Delegation of Executive Functions to Cabinet Members and Officers</p> <p>(b) Domestic and NNDR Tax Base – Declaration</p> <p>(c) Planning Enforcement – Direct Action under Section 178 of the Town and Country Planning Act 1990</p> <p>(d) Monitoring Officer</p> <p>(2) Scheme of Officer Delegation – Council and Regulatory Functions</p> <p>Part 2 D31-D48</p> <p>(a) Planning Directorate – Delegation of Council Functions D49-D57</p> <p>(i) Schedule 1 – Development Control</p> <p>(ii) Schedule 2 – Forward Planning and Related Functions</p> <p>(3) Scheme of Officer Delegation in respect of Executive Functions – Leader Decision</p> <p>(a) Part 3 (3) Responsibility for Functions Scheme of Delegation of Executive Functions to Cabinet Members and Officers D1-D4</p> <p>(b) Part 1 – Executive Functions – Delegation, Leader of Council D5 – D21</p> <p>(c) Private Sector Housing- Schedule of Delegation D22 – D23</p> <p>(d) List of Safer, Cleaner, Greener Legislation D24 – D30</p> <p>(4) Review of Officer Delegation</p> <p>(a) Domestic and NNDR Tax Base – Declaration</p>	<p>Leader Decision</p> <p>Reviewed by Constitution and Mbr Services Pnl per annum</p> <p>Leader Decision</p> <p>Reviewed Constitution Mbr Services SP 26 march 2013</p>	<p>Agreed Council 10 June 2014</p> <p>Agreed Council 21 May 2013</p> <p>Agreed Council 21 May 2013</p> <p>Agreed Council 23 April 2013</p>

No	Constitution Part	Last Review Date	Comments
	(b) Planning Enforcement – Direct Action under Section 178 of the Town and Country Planning Act 1990 (c) Constitution – Minor Amendments (5) Financial Regulations (a) Appendix B (Section 4) Managing Expenditure Scheme of Virement (6) Scheme of Officer Delegation – Council and Regulatory Functions Part 3 (7) Scheme of Officer Delegation – Executive Functions (Leader Decision) EX42 – Off Street Parking Schemes EX54 – Restrictive Covenants – Houses in Multiple Occupation (8) Officer Delegation 2011/12 Review (a) (Budget and Policy Framework Procedure Rules) Schedule 2 Forward Planning and related Functions (9) Review of Officer Delegation (a) CL39 Freedom of Information (b) Planning Delegation (c) Planning and Economic Development Delegations Schedule No 1: (i) Development Control (ii) Care of the Environment (iii) Development Control (iv) Enforcement	Reviewed once a year by the Constitution and Mbr Services SP Reviewed by Constitution Mbr Services SP 20 Feb 2012 Reviewed Constitution Mbr Services SP 17 March 2011	Agreed Council 22 May 2012 Agreed Council 22 May 2012 Agreed Council 27 March 2012 Agreed Council 28 June 2011

No	Constitution Part	Last Review Date	Comments
Part 4	Rules of Procedure		
	Review of Financial Regulations Pages G9-G11 (Virements)	Reviewed by Constitution Mbr Services SP 20 Feb 2012	Agreed Council 27 March 2012
	Council Procedure Rules (a) Questions – Periods of Notice and Related Matters (i) Council Procedure Rule 12.3 (a) Notice of Questions – 4 days notice given (ii) Council Procedure Rule 11.3 Questions by the Public – Notice of Questions (iii) Paragraph 2.2(ix) Executive Procedure Rules	Reviewed by Constitution Mbr Services SP 7 January 2013	Agreed Council 19 February 2013 Could these rules be better structured?
	Access to Information Procedure Rules	Reviewed by Constitution Mbr Services SP 7 January 2013	Agreed Council 19 February 2013 Wording requires review in light of new regulation (Openness Regulations)
	Budget and Policy Framework Procedure Rules/Virement Framework		
	Executive Procedure Rules		Could these rules be better structured? Would need specific consultation with Cabinet to bring forward any change
	Action in Emergency	N/A	Only recently added – no review necessary?
	Overview and Scrutiny Rules	Reviewed by by Task and Finish Panel in 12-13	This review to pick up any constitutional elements of the current Panel review at end of their process?
	Financial Procedure Rules		
	Contracts Procedure Rules (1) CSO12 Contract Extensions	Reviewed by Constitution Mbr Services SP 14 January 2014	Agreed Council 20 February 2014

No	Constitution Part	Last Review Date	Comments
	(2) CSO16 Receipt, Custody and opening of Quotations (3) CSO19 Acceptance of Quotations/Evaluation of Tenders (4) CSO35 Local Businesses (5) CSO C4(1) (g) Contract Renewal Periods (6) CSO C7 (6) (a) Ad Hoc Tender Lists (7) CSO (1) Public Services Social Value Act 2012 (8) Review of CSOs C4 (i) (g) (Contract Renewals) (9) C7 (6) (a) Ad Hoc Tender Lists	Reviewed by Constitution Mbr Services SP 26 March 2013 Reviewed by Constitution Mbr Services SP 17 March 2011	Agreed Council 23 April 2013 Agreed Council 28 June 2011
	Officer Employment Procedure Rules	Reviewed as part of review of Appointment of Chief Executive recently.	
	Operational Standing Orders	N/A	There is some duplication of these rules in other sections of the Constitution which means that they should be part of the structural/consistency area of review.
	Operational Standing Orders – Non Executive Bodies (1) (Council and Regulatory Functions – Delegation Asking Supplementary Questions without Notice – Operating Standing Order – Non Executive Bodies (S.O.12)) (2) (Operational Standing Order Petitions Scheme Non Executive Bodies SO12 Appendix 2)	Reviewed by C/Mbr Services Pnl – 18 March 2014 Reviewed by C/Mbr Services Pnl – 18 March 2014	Agreed Council 22 April 2014 Agreed Council 22 April 2014 Considered by Council September 2012 There is some duplication of these rules in other sections of the Constitution which means that they should be part of the structural/consistency area of review. This is particularly apparent in the overlaps between Council procedure rules/delegations and where

No	Constitution Part	Last Review Date	Comments
			Terms of Reference sit within the document.
No	Constitution Part	Last Review Date	Comments
Part 5	Codes and Protocols		
	Members' Charter	N/A	Wording requires review
	Members' Code of Conduct		Wording requires review
	Officers' Code of Conduct	N/A	This is a HR policy – should this be in the constitution at all?
	Protocol on Allocation of Chairmanships and Vice Chairmanships and Outside Organisation Places	Reviewed and amended recently	There is duplication with the Appointments Panels Terms of Reference
	Convention Relating to the Management of the District Council and on Relationships between Political Groups and Officers	Not reviewed recently	Wording requires review There is a PICK form being developed requesting review of the use of Council facilities by members.
	Planning Protocol	N/A	Review by Standards Committee required
	Guidance on Gifts and Hospitality		
	Code of Practice on Local Authority Publicity	N/A	Reproducing a government circular – should be reference only
	Officer Support Arrangements	N/A	Could this be otherwise dealt with?
	Corporate Enforcement Policy	N/A	Does this fit with current policy?
	Corporate Governance Code	N/A	Does this fit with current policy? Does this align with CIPFA/SOLACE governance advice? Wording requires review
	Local Charter with Parish and Town Councils	N/A	Is document has not been reviewed and is out of date
	Protocol on Partnerships and other External Organisations (a) Protocol on Partnerships and External Organisations and Review of Outside Bodies –	Reviewed by C/Mbr Services Pnl – 26 Mar 2013	Agreed Council 23 April 2013

No	Constitution Part	Last Review Date	Comments
	(i) Paragraphs 3.1 and 3.3 (Appointments) (ii) Paragraphs 3.2 (Appointments) (iii) Section 8 (Written Agreements) (iv) Paragraph 9.3 (c) (Directorships) (v) Section 10 (Reporting Arrangements – Members of the Council) (vi) Paragraph 12 (Effect of the Code of Conduct)		
	Protocol on the use of Member Facilities	N/A	Wording requires review
	Guidance on the use of IT by Councillors	N/A	Allowance withdrawn requires review
Part 6	Members' Allowances Scheme		
	Members' Allowances Scheme	Annual review	Remit of Remuneration Panel
	Independent Remuneration Panel – Terms of Reference	N/A	Should this be joined to a section for Terms of Reference?
	Member Role Accountability Statements	N/A	Review?
Part 7	Management Structure		
	Management Structure	N/A	Out of date requires review