

Report to the Constitution and Member Services Standing Scrutiny Panel



Date of meeting: **November 2014**

Subject: Constitution Review – Council Procedural Rules

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

Democratic Services Officer: Mark Jenkins (01992 56 4607)

Recommendations:

- (1) To consider proposals for the amalgamation of all current procedural rules within one Section of the future constitution; and**
- (2) To consider initial ideas of how such a rules section might appear based upon the Council procedural rules.**

Report:

1. (Assistant Director Governance and Performance Management) Initial review of the Constitution reveals that procedural rules are spread across a number of different parts. Indeed some of the non-executive bodies have rules that spread across the Council procedure rules and operational standing orders.

2. It is suggested that a single 'rules' section is created that contains all of the rules across the constitution in one place. This will entail the disaggregation of the Terms of Reference and procedures relating to each body. It is suggested elsewhere that the most appropriate place for this information is within reworked Articles.

3. This would leave their rules of operation. In the appendix to this report is a suggested format. Officers have used a table format. For each rule the final column would indicate which of the Council's bodies it applied to. There are columns for Council, the Executive, Overview and Scrutiny and other non-executive bodies. An X or tick in the column would denote whether a rule applied or not.

4. In the appendix the main Council procedure rules have been treated in this way. In addition the Executive procedure rules and have been added in green; applicable Overview and Scrutiny rules in Blue and Non Executive Operational Standing Orders in Red. The 'remaining' elements of those sets of rules is shown in the appendix for completeness. Work on the Articles would be required to ensure that they reflect the remaining procedures fully. The work has highlighted a number of areas where text is duplicated.

5. The proposals are seen as a work in progress. As work progresses on the Constitution further elements may be appropriate for inclusion. Members are asked to comment on the suggested way forward.