

## ***Report to the Constitution Working Group***



**Epping Forest  
District Council**

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***Date of meeting: 22 September 2015***

Subject: Constitution Review –  
Other Procedure Rules

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### **Recommendations:**

- (1) To consider proposals for including other procedure rules within the Rules Part of the new Constitution**

### **Report:**

1. (Assistant Director Governance and Performance Management) The Constitution contains a number of other sets of procedure rules in addition to the main Council rules.
2. The following table lists the various rules and makes recommendations on whether they should be retained and any further action. The table contains references to page numbers. Members are reminded to bring their constitutions with them to the meeting for reference. The page numbers quoted for reference are taken from the most recent published constitution dated 29 July 2015.

<b>Item/Rule set</b>	<b>Page reference</b>	<b>Commentary</b>	<b>Recommendation of officers</b>
Access to Information Procedure Rules	F1 Page 211	<p>These rules are a combination of existing law, some rules and rights to information.</p> <p>It is the view of officers that potentially the elements that give rights to members and the public to information could be made into an article on Access to Information.</p> <p>Areas where existing law is quoted could be rationalised by reference to the legislation.</p> <p>The rules (especially about notice, exclusion and how decisions are dealt with) could be taken into the main rules section.</p> <p>Areas where it relates to explanation of meaning could be the start of a glossary in Part 1?</p>	<p>New Article</p> <p>Rationalise</p> <p>Take into the rules section</p> <p>Add to glossary?</p>
Budget and Policy Framework Procedure Rules	G1 Page 227	<p>These rules deal with a local process for agreeing a budget and policy framework, taking decisions relating to the framework, call-in and the approval of plans and budgets.</p> <p>It appears to be out of date and seems not to reflect current budgetary processes but could be rationalised and retained.</p>	<p>Amend and retain</p> <p>Further report required.</p>
Executive Procedure Rules	H1 Page 235	<p>These rules have already been looked at. An amended article has been subject to consultation with the Leader and the Cabinet.</p> <p>The remaining rules have been taken into the rules section.</p>	Delete
Overview and Scrutiny Procedure Rules	J1 Page 249	<p>These rules and procedures are subject to report elsewhere on this agenda.</p> <p>A revised article is suggested with the remaining rules being subject to a much shortened set of rules</p>	Revised article and rules

<b><i>Item/Rule set</i></b>	<b><i>Page reference</i></b>	<b><i>Commentary</i></b>	<b><i>Recommendation of officers</i></b>
Financial Regulations	K1 Page 273	The Chief Financial Officer has been consulted on whether a review of these rules is required. He is of the view that they do not require review at this time and should be retained.  Periodic reviews are undertaken to ensure their appropriateness	Retain unchanged
Contract Standing Orders	L1 Page 353	These rules are subject to review by an Officer Group led by Alan Hall, Director of Communities and will be subject to separate report to members in January 2016.	Revisions to be considered on 26/1/16
Officer Employment Procedure Rules	M1 Page 375	These rules have been subject to recent review and at present require no changes	Retain unchanged
Administrative Operational Standing Orders	N2 Page 386	It is suggested that the content of these rules could be otherwise dealt with:  Sections 1-5 could be incorporated into Article 2 (members of the council)  Section 6 and 7 – delete – duplication in Code of Conduct and Access information rules  Section 9 – delete – not required in the constitution  Section 10 – 12 – add to delegation schedule	See column 3
Non-Executive Bodies - Operational Standing Orders	P1 Page 391	Delete – these rules have been taken into the main rules or the relevant article	Delete