



BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

EXTRAORDINARY COUNCIL MEETING

Report to be considered
on
Monday, 12th July 2010
at Worksop Town Hall
at 6.00pm



BASSETLAW
DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

EXTRAORDINARY COUNCIL MEETING

SUMMONS

You are hereby summoned to attend
An Extraordinary Meeting
of Bassetlaw District Council
to be held on
MONDAY, 12TH JULY 2010
at 6.00 pm
in **The Town Hall, Worksop**
for the purpose of transacting
the business on the agenda.

Queen's Buildings,
Worksop, S80 2AH

D. Hunter
Chief Executive

Dated Friday, 2nd July 2010

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS** To receive declarations of interest by Members and Officers.
- 3. REPORT OF THE DIRECTOR OF CORPORATE SERVICES**
 - (a) Review of the Council Constitution (pages 1-18)

DECLARATION OF INTERESTS

HOW TO USE THIS FORM

There are now only two types of Declaration of Interest:

Level 1 – Personal)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
)	
)	
Level 2 – Personal and Prejudicial)	

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** level 1 if you are declaring a personal interest, or level 2 if you are declaring a personal and prejudicial interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, **PREFERABLY WELL IN ADVANCE** of a meeting advice from the Council's Monitoring Officer on INTERESTS.

Personal Interests

May relate to employment or business interests

May relate to property interests

May relate to contents

May relate to interests in other bodies

OR if a decision on the matter to be discussed:
MIGHT REASONABLY BE REGARDED AS AFFECTING (A MEMBER OR OFFICER) TO A GREATER EXTENT THAN OTHER COUNCIL TAX PAYERS, RATEPAYERS OR INHABITANTS OF THE AUTHORITY'S AREA, the well being or financial position of himself, a relative or a friend or any employment, business, interest, etc. of such a person.

Prejudicial Interests

A Member with a personal interest **ALSO** has a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members judgement of the public interest.
(Note – there are special provisions which may exclude the above provisions in certain circumstances.)

Action to be Taken – Personal Interests

Must disclose to the meeting

- existence of the interest

- the nature of the interest

Action to be Taken – Personal and Prejudicial Interests

Must:-

- declare existence and nature

- withdraw from the room

- not seek improperly to influence a decision on the matter.

(Note – there are some exceptions when acting in a scrutiny capacity.)

BASSETLAW DISTRICT COUNCIL

COUNCIL

12th July 2010

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

REVIEW OF THE COUNCIL CONSTITUTION

Cabinet Member: Policy

Contact: Ros Theakstone
Ext: 3160

1. Public Interest Test

- 1.1 Ros Theakstone has determined in preparing this report that this matter is not confidential.

2. Purpose of the Report

- 2.1 To set out proposed amendments to those parts of the Council Constitution having recently undergone a review. In addition, to seek approval from Council to adopt the proposed amendments.

3. Background and Discussion

- 3.1 Section 37 of the Local Government Act 2000 requires a Local Authority which is operating executive arrangements to prepare and keep up-to-date a Constitution. The Monitoring Officer is required to monitor and review the operation of the Constitution on an ongoing basis and where necessary bring forward amendments.
- 3.2 The last review of the Council's Constitution was undertaken in 2008 and Council adopted the amendments in October of that year. Since that time, operational experience and changes made to structures, functions and operations including those determined by new legislation have been monitored culminating in the need for a complete review of the Constitution as a whole.
- 3.3 The process commenced in October 2009 by the Council's Corporate Governance Working Group comprising of The Director of Community Services, Director of Resources, Head of Finance & Property (S151 Officer), Head of Human Resources, Head of Community Engagement & Performance and the Council Solicitor. The Group was chaired by the Director of Corporate Services and Monitoring Officer.
- 3.4 It was decided that the Constitution should be reviewed in two phases to enable those changes demanded by legislation and operational necessity to be adopted first and in a timely manner. Therefore the following Parts form part of the first review which is

presented before members as part of this report:

- Part 1 – Summary and Explanation
- Part 2 – Articles of the Constitution
- Part 3 – Responsibility for Functions – Members
- Part 4 – Responsibility for Functions – Officers
- Part 5 – Financial Regulations and Standards Committee General Procedure Rules only
- Part 7 – Members Allowances Scheme

3.5 Proposed amendments to these parts of the Constitution were put forward to the political groups for consideration in the early part of 2010. A report was then presented to Standards Committee on Monday 28th June 2010 for consideration and onward referral to full Council. The Committee debated the proposals at length and a full table of the amendments as agreed at that meeting are detailed in tabular form at Appendix 1. The remaining Parts of the Constitution will now be reviewed as part of the second phase.

4. Implications

a) For service users

The Council has the opportunity to engage in the electorate in the proposed changes to the executive arrangements.

b) Strategic & Policy

The Council is meeting its statutory responsibilities and the timetable set out within the Local Government and Public Involvement in Health Act 2007.

c) Financial - Ref: (11/583)

The amendments will help to enhance closer compliance with the Corporate Code of Corporate Governance. There are no budgetary implications

d) Legal Ref: (184/06/10)

Regulatory and constitutional requirements prescribe procedure to be observed and followed.

e) Human Resources

The amendments will help to streamline and facilitate change in corporate structures and comply with H.R. policies in a more efficient manner.

f) Community Safety, Equalities, Environmental

None arising.

g) Whether this is a key decision, and if so the reference number.

This is a not a key decision.

5. **Options, Risks and Reasons for Recommendations**

5.1 Having an effective Constitution minimises the risk of decisions being taken outside existing Council Policy and budget framework.

6. **Recommendations**

6.1 That the amendments to the Constitution as agreed by the Standards Committee on 28th June 2010 be adopted.

6.2 That the Director of Corporate Services and Monitoring Officer will complete the review of the outstanding sections of the Constitution during 2010/11 and refer any proposed amendments to Council for adoption by the end of the current financial year following agreement by the Standards Committee.

Background Papers

Location

Bassetlaw District Council Constitution October 2008

Legal Services

Constitution Review 2010Corporate Governance Working Group

PAGE NO	REFERENCE TO CONSTITUTION	EXISTING PROVISION	PROPOSED CHANGE	REASON FOR CHANGE
All	Throughout Constitution		That the Monitoring Officer be authorised to amend any typos & errors	To improve clarity and make sense
-	Throughout Constitution	References to various officer posts	Ensure all references to Officer posts reflect previously agreed structural changes	To reflect changes to officer structure
1.2	Part 1 How decisions are made	In certain circumstances decisions can be taken by individual members of the Cabinet on behalf of the Council.	Add Those circumstances are set out in the Delegation Scheme of Part 4 of the Constitution.	To improve clarity and sense.
1.2	Scrutiny	They allow citizens to have a greater say in Council matters.	Replace with "Members to consider council matters in greater detail leading to reports"	To improve clarity and make sense.
1.2	Scrutiny	At the beginning of each Council year 4 themed select panels will be appointed.	Replace with "themed select panels will be appointed"	To reflect operational requirements.
1.2	Overview and Scrutiny Committee	N/A	The Committee also discharges the statutory functions arising under section 19 Police and Justice Act 2006 relating to crime and disorder. The Committee also receives requests from Members in respect of councillor calls for action.	To reflect changes in legislation.
1.2	Audit and Performance Scrutiny Committee	N/A	The Audit and Performance Scrutiny Committee has two specific responsibilities.	To enhance closer compliance with the

PAGE NO	REFERENCE TO CONSTITUTION	EXISTING PROVISION	PROPOSED CHANGE	REASON FOR CHANGE
			The Audit aspect provides scrutiny of the Council's financial and non financial performance and oversees the financial reporting process and corporate governance. The performance aspect monitors the operation and effectiveness of the Council's Performance Management Framework including the Council's budget and allocation of resources.	legislative framework.
1.3	Citizens' Rights	Citizens have a right to: Obtain a copy of the Constitution on payment of a reasonable fee	Delete	To comply with Freedom of Information Act
2.3	Article 2.3 (b) sub sections (i) and (ii)	<p>(i) Councillors will have such rights of access to such documents.... As are necessary for the proper discharge of their functions in accordance with the law.</p> <p>(ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.</p>	<p>Replace with "Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it."</p> <p>"All agenda reports and other documents together with all Council proceedings shall (where clearly identified and regarded as such) be treated as confidential unless and until they become non confidential in the ordinary course of the Council's business or by proper authority of the Council Committee or otherwise".</p>	To improve clarity and enhance compliance with the governance framework.
2.3	Article 2.5 Allowances	No amendment	Add "and fully comply with all regulatory requirements relating thereto in an open and transparent manner."	To improve clarity and enhance compliance with the legislative framework.

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2.4	Article 3 Citizens rights	<p>Article 3(b) (iv) see reports and background papers</p> <p>Article 3(d)(iii) Citizens have the right to complain to the Standards Committee</p>	<p>Add "non confidential"</p> <p>Add (vii.) to exercise their rights under legislation relating to Councillor Call for Action; and</p> <p>(viii.) to request information under the Freedom of information Act.</p> <p>Replace with "Monitoring Officer" Add references to Standards for England.</p>	To improve clarity and comply with legislative requirements
2.6	Article 6.1 Overview & Scrutiny Committees	The Overview and Scrutiny Committee will co ordinate the work of the Audit and Performance Scrutiny Committee.	Terms of Reference delete reference to Audit & Performance Scrutiny Committee	To ensure compliance with legislative framework.
2.7	Article 6.2 Scrutiny Committee	Performance Improvement Scrutiny Committee (Scope)	<p>Replace with "Audit and Performance Scrutiny Committee: To fulfil Audit functions in respect of the Council's financial and non financial performance.</p> <p>To review the Council's performance within the Performance Management Framework and make recommendations to the Cabinet and/or Council.</p>	To ensure compliance with the legislative framework pursuant to the Council's audit requirements.
2.8	Article 7 The Cabinet	<p>Article 7.2 form and composition</p> <p>The Cabinet will consist of the Cabinet Leader, together with at least 2 but no more than 9 councillors</p>	Replace 9 with 5	

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2.9	7.5, 7.6, 7.7 other Cabinet members	N/A	<p>Add:</p> <p>7.5 “The Cabinet may appoint a Committee or Sub Committee to discharge executive functions with membership consistent with Articles 7.3 and 7.4 herein.</p> <p>7.6 For the avoidance of doubt the delegation of an executive function shall not be permitted except in accordance with the provisions of Part 3 of the Constitution.</p> <p>7.7 Proceedings of the Cabinet (or any Committee or Sub-Committee appointed in pursuance of Clause 7.5 herein) shall take place in accordance with the provisions of Part 3 of the Constitution.</p>	To improve clarity.
2.10	Article 9.3 Role and function of the Standards Committee	N/A	<p>Add:</p> <p>(i) The Standards Committee will have the roles and functions set out in Part 3 of the Constitution.</p> <p>(ii) The Standards Committee shall devise and implement such protocols and procedures as it deems necessary and appropriate in accordance with statutory guidance and regulations.</p> <p>(iii) For the purpose of discharging its statutory functions the Standards Committee shall constitute such sub-committees or panels and to appoint members accordingly other than functions under Sections 55 and 56 of the Local Government Act 2000.</p>	To improve clarity and comply with legislative requirements.

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			9.4 All members of the Standards Committee shall hold office for terms of 4 years subject to ratification of office at each Annual General Meeting of the Council.	
2.12	Article 11.1 Management Structure paragraph (b)	Appointment of Directors	"The Appeals Panel" to be replaced by "Appointments Panel"	To improve clarity and legislative requirements.
3.3	Elections 33 to 41	References to various functions relating to elections for determination by the Council	Paragraphs 33 to 41 to be replaced with Duty to determine all matters relating to Elections and Electoral registration	To ensure compliance with legislative framework
3.4	Bodies Appointed by and reporting to Council	Appeals Committee	Delete	To ensure compliance with legislative framework.
3.6	Part 3 Cabinet	Matters to be dealt with by the Cabinet within the policies and budget agreed by the Council.	Replace " within " with "outside"	To ensure that the Constitution is up to date.
3.10.	Other matters paragraph (b)	The Appeals Committee in respect of appropriate recommendations	Delete	To ensure compliance with legislative framework.
3.17	Overview and Scrutiny Committee	Reference to Performance Improvement Scrutiny Committee 5 Scrutiny panels	Replace with "Audit and Performance Scrutiny" Delete "5"	To ensure compliance with legislative framework.
3.21	Performance Improvement Scrutiny Committee	Committee Terms of Reference	Replace with "Audit and Performance Scrutiny Committee 1 To fulfil Audit functions the Committee will: - Approve (but not direct) internal audits	To comply with legislative and audit requirements.

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			<p>strategy, plan and performance.</p> <ul style="list-style-type: none"> • Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary. • Consider the reports of external audit and inspection agencies. • Consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors. • Be satisfied that Bassetlaw's assurance statements including the Annual Governance Statement properly reflect the risk environment and any actions required to improve it. • Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted. • Review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to issues raised by external audit. • Produce an Annual Report to be presented to full Council on its activities during the year and how it discharged its responsibilities. <p>2.To scrutinise the Council's progress against the objectives set out in the Council's</p>	

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			<p>Corporate Plan.</p> <p>3 To review and operation and effectiveness of the Council's Performance Management Cycle, Performance Indicators, Efficiency/Value for Money process, Council Budget and allocation of resources and make recommendations thereon to the Cabinet and/or Council.</p> <p>4.To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas including budgets and make recommendations to Cabinet and/or the Council arising from the outcome of the scrutiny process.</p> <p>5.To question members of the Cabinet and /or Committees, Directors and senior officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects.</p> <p>6.To refer issues for more detailed scrutiny to the Overview & Scrutiny Committee for prioritisation and allocation to a Scrutiny panel.</p>	
3.31	Licensing Committee	Lead Officer to Committee Head of Support Services	Replace with Council Solicitor	To reflect changes to officer structure.
3.29	Appeals Committee	To deal with appeals within relevant legislation which confer a right of appeal including the Council's housing	Delete	Good practice

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		function		
3.39 3.49	Summary of Sub-Committees/Working Groups/Consultation Groups	Introductory Tenancies Appeal Board	Delete	No longer a Council function
3.45	Emergency Advisory Committee	Terms of Reference	Delete	Superfluous
3.55	Part 3 Joint Employee Council	<p>Constitution <u>JOINT EMPLOYEE COUNCIL</u></p> <p><u>CONSTITUTION</u></p> <p>Objective</p> <p>1. The objective of the Bassetlaw District Council Joint Employee Council (hereinafter called the Joint Employee Council) is to provide a regular method of consultation between representatives of the Council and representatives of the Council's employees, with the objective of providing an efficient service to the public and to maintain good relations.</p> <p>Membership</p> <p>2. The Joint Employee Council shall consist of representatives of the Council and the Trade Union, who will be appointed annually and shall be eligible for re-appointment.</p>	<p>Revision of membership and constitution. *full revised constitution to follow.</p> <p><u>JOINT EMPLOYEE COUNCIL</u> <u>CONSTITUTION</u></p> <p>Objective</p> <p>1. The objective of the Bassetlaw District Council Joint Employee Council (hereinafter called the Joint Employee Council) is to provide a regular method of consultation between representatives of the Council and representatives of the Council's employees, with the objective of providing an efficient service to the public and to maintain good relations.</p> <p>Membership</p> <p>2. The Joint Employee Council shall consist of representatives of the Council and the Trade Union, who will be appointed annually and shall be eligible for re-appointment.</p>	To reflect the changes to the workforce following transfer off staff.

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		<p>The membership shall comprise:-</p> <p><u>The Employees Side:</u></p> <p>One place for each Trade Union (to include those with "ex-officio" status). Any Trade Union which has more than 200 members shall be entitled to an additional place, determined annually.</p> <p><u>The Employers' Side</u></p> <p>Three elected Members (to include "ex-officio" Members) drawn from Bassetlaw District Council, appointed annually subject to such representatives' eligibility in conformity with the requirements of the Local Government Act 1988.</p> <p>Two Officers (to include those with "ex-officio" status) , on of whom shall be the Head of Human Resources and Organisational Development.</p> <p>3. In the event that a representative from any side is unable to attend a meeting of the JEC, that representative may nominate a substitute to attend on his or her behalf, provided that the substitute is drawn from the same area of representation as the member unable to attend.</p> <p>4. If a member of the Joint Employee</p>	<p>The membership shall comprise:-</p> <p><u>The Employees Side:</u></p> <p>One place for each Trade Union (to include those with "ex-officio" status). Any Trade Union which has more than 200 members shall be entitled to an additional place, determined annually.</p> <p><u>The Employers' Side</u></p> <p>Three elected Members (to include "ex-officio" Members) drawn from Bassetlaw District Council, appointed annually subject to such representatives' eligibility in conformity with the requirements of the Local Government Act 1988.</p> <p>Two Officers (to include those with "ex-officio" status) , one of whom shall be the Head of HumanResources and Organisational Development.</p> <p>3. In the event that a representative from any side is unable to attend a meeting of the JEC, that representative may nominate a substitute to attend on his or her behalf, provided that the substitute is drawn from the same area of representation as the member unable to attend.</p> <p>4. If a member of the Joint Employee Council ceases to be a Member or an employee of Bassetlaw District Council, such person thereupon ceases to be a member of the JEC. Any consequential vacancy shall be filled by the Council or the employees, as appropriate.</p>	

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		<p>Council ceases to be a Member or an employee of Bassetlaw District Council, such person thereupon ceases to be a member of the JEC. Any consequential vacancy shall be filled by the Council or the employees, as appropriate.</p> <p>Roles</p> <p>5. A Chair and Vice-Chair shall be appointed at the first meeting of the JEC in any District Council year. If the Chair so appointed is a member of the Employer's Side then the Vice-Chair shall be appointed from the Employees' Side, and vice versa.</p> <p>In the absence of both the Chair and Vice-Chair from any meeting, the Council shall appoint a Chair for the meeting.</p> <p>6. Both sides shall appoint a Secretary and the Secretary to the Employers' side shall be the Head of Human Resources and organisational Development, who shall also act as Lead Officer and Secretary to the JEC.</p> <p>Functions</p> <p>8. The business of the JEC shall be restricted to consultation on matters that are significant or sensitive authority-wide issues related to the</p>	<p>Roles</p> <p>5. A Chair and Vice-Chair shall be appointed at the first meeting of the JEC in any District Council year. If the Chair so appointed is a member of the Employer's Side then the Vice-Chair shall be appointed from the Employees' Side, and vice versa.</p> <p>In the absence of both the Chair and Vice-Chair from any meeting, the Council shall appoint a Chair for the meeting.</p> <p>6. Both sides shall appoint a Secretary and the Secretary to the Employers' side shall be the Head of Human Resources and organisational Development, who shall also act as Lead Officer and Secretary to the JEC.</p> <p>Functions</p> <p>8. The business of the JEC shall be restricted to consultation on matters that are significant or sensitive authority-wide issues related to the ongoing maintenance and improvement of good employee relations, As such, it is not a decision-making body. The authority to make decisions is set out in the Constitution which sets out specifically to whom decisions are delegated.</p> <p>Consultation is a process by which the Council and staff, through their representatives, jointly examine and discuss <i>issues involving the genuine exchange of</i></p>	

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		<p>ongoing maintenance and improvement of good employee relations, As such, it is not a decision-making body. The authority to make decisions is set out in the Constitution which sets out specifically to whom decisions are delegated.</p> <p>Consultation is a process by which the Council and staff, through their representatives, jointly examine and discuss issues involving the genuine exchange of views and information. The object of consultation is for the Council to make the best decision, having had the benefit of hearing the views of the Employees' Side and the Employers' Side.</p> <p>9.No question of individual discipline, grievance, promotion or relegation shall be within the scope of the JEC.</p> <p>10.Negotiation of contractual matters shall not be within the scope of the JEC, although consultation may take place on such matters.</p> <p>The existence of the JEC does not interfere with the trade unions'</p>	<p>views and information. The object of consultation is for the Council to make the best decision, having had the benefit of hearing the views of the Employees' Side and the Employers' Side.</p> <p>9.No question of individual discipline, grievance, promotion or relegation shall be within the scope of the JEC.</p> <p>10.Negotiation of contractual matters shall not be within the scope of the JEC, although consultation may take place on such matters.</p> <p>The existence of the JEC does not interfere with the trade unions' arrangements for separately representing their members, nor does it prevent the employer consulting separately in relating to either corporate or local matters, where it is deemed to be appropriate.Meetings</p> <p>11.The JEC shall meet as and when required but not less than quarterly, providing there is sufficient business to justify the calling of a meeting. The quarterly meeting dates shall be fixed by the JEC at its first meeting in the municipal year. The Chair shall have the power to cancel a meeting in the event that there is insufficient business to justify continuing with the meeting.</p> <p>12.The Chair and Vice Chairman, by agreement</p>	

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		<p>arrangements for separately representing their members, nor does it prevent the employer consulting separately in relating to either corporate or local matters, where it is deemed to be appropriate.</p> <p>Meetings</p> <p>11.The JEC shall meet as and when required but not less than quarterly, providing there is sufficient business to justify the calling of a meeting. The quarterly meeting dates shall be fixed by the JEC at its first meeting in the municipal year. The Chair shall have the power to cancel a meeting in the event that there is insufficient business to justify continuing with the meeting.</p> <p>12.The Chair and Vice-Chair may, by agreement with each other, call a meeting at any time.</p> <p>13.Matters initiated by the Employee Representatives for inclusion on the Agenda of the next meeting shall be submitted in writing to the Secretary to the JEC at least ten working days before the anticipated date of the meeting.</p> <p>If a matter of urgency arises during the ten working days before the agreed</p>	<p>with each other, call a meeting at any time.</p> <p>13.Matters initiated by the Employee Representatives for inclusion on the Agenda of the next meeting shall be submitted in writing to the Secretary to the JEC at least ten working days before the anticipated date of the meeting.</p> <p>If a matter of urgency arises during the ten working days before the agreed date of the meeting, either side of the JERC, through their Secretary, after consultation with the Chair and Vice-Chair of the Committee, may have the matter placed before the Committee.</p> <p>The notice summoning the meeting shall be forwarded to members of the JEC at least five working days prior to the meeting.</p> <p>Procedure</p> <p>14.One Employees' representative, one Employers' representative (Member) and one Employers' representative (Officer) shall constitute a quorum.</p> <p>15.Agreement to a recommendation shall be determined by the casting of two votes, one from The Employees' side and one from the Employers' side. The result of each side's vote shall be determined by the agreement of a majority of the members on that side.</p> <p>16.Either side may, through the Chair and Vice-Chair, request the attendance at meetings of the JEC or such other persons as may be required</p>	

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		<p>date of the meeting, either side of the JERC, through their Secretary, after consultation with the Chair and Vice-Chair of the Committee, may have the matter placed before the Committee.</p> <p>The notice summoning the meeting shall be forwarded to members of the JEC at least five working days prior to the meeting.</p> <p>Procedure</p> <p>14. One Employees' representative, one Employers' representative (Member) and one Employers' representative (Officer) shall constitute a quorum.</p> <p>15. Agreement to a recommendation shall be determined by the casting of two votes, one from The Employees' side and one from the Employers' side. The result of each side's vote shall be determined by the agreement of a majority of the members on that side.</p> <p>16. Either side may, through the Chair and Vice-Chair, request the attendance at meetings of the JEC or such other persons as may be required to act in an advisory and/or consultative capacity. Such persons shall not take part in the voting process. Advisors may speak on items by agreement of the Council.</p> <p><i>17. A report of the proceedings of any</i></p>	<p>to act in an advisory and/or consultative capacity. Such persons shall not take part in the voting process. Advisors may speak on items by agreement of the Council.</p> <p>17.A report of the proceedings of any meeting of the JEC (which shall form the Minutes of the meeting) shall be submitted to the Cabinet Committee, but before submission the report shall be agreed by the Chair and Vice-Chair. This report will also be circulated to all Members of the JEC. Any resolutions in such a report shall be subject to the approval of the Council.</p> <p>18.A Book of Minutes of the Council shall be kept by the Secretary to the JEC and shall be signed at each meeting by the Chair and Vice-Chair.</p> <p>19. Following Consultation with members of the JEC, the head of Human Resources and Organisational Development shall refer the matter for determination to the Cabinet or other body/person to whom authority has been delegated, in accordance with the Constitution. In doing so, her or she shall set out the views of the JEC, including whether agreement has been reached. In the event of a failure to reach agreement, the Head of Human Resources and Organisational Development shall articulate to the decision-making person/body the differing views of the JEC, in consultation with the Chair and Vice-Chair of the JEC.</p> <p><u>Lead Officer</u></p> <p>Head of Human Resources</p>	

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		<p>meeting of the JEC (which shall form the Minutes of the meeting) shall be submitted to the Cabinet Committee, but before submission the report shall be agreed by the Chair and Vice-Chair. This report will also be circulated to all Members of the JEC. Any resolutions in such a report shall be subject to the approval of the Council.</p> <p>18.A Book of Minutes of the Council shall be kept by the Secretary to the JEC and shall be signed at each meeting by the Chair and Vice-Chair.</p> <p>19.Following Consultation with members of the JEC, the head of Human Resources and Organisational Development shall refer the matter for determination to the Cabinet or other body/person to whom authority has been delegated, in accordance with the Constitution. In doing so, her or she shall set out the views of the JEC, including whether agreement has been reached. In the event of a failure to reach agreement, the Head of Human Resources and Organisational Development shall articulate to the decision-making person/body the differing views of the JEC, in consultation with the Chair and Vice-Chair of the JEC.</p> <p><u>Lead Officer</u></p>		

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		Head of Human Resources		
4.4	21 operative date	17 May 2007	Replace with day following approval by full Council	To ensure Constitution is up to date.
5.43	Financial Procedure Rules		Replace with pages 5.43 – 5.98	To reflect changes in legislation
5.105	Standards Committee Paragraph 1 Paragraph 2	Local Government Act 2000 and The Relevant Authorities (Standards Committee) Regulations 2001 Composition	Add "and other relevant legislation" The Committee comprises "six" members to be replaced by "twelve". "Two" persons who are a member of a Parish Council to be replaced by "three"	To ensure Constitution up to date To reflect operational requirements To reflect operational requirements
7.1	Members Allowances	2006 scheme	Replace with 2010 scheme	To ensure Constitution up to date