

HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE CONSTITUTIONAL REVIEW COMMITTEE

held in the Sports Pavilion and Community Centre,
Coventry Rd, Lutterworth

9th April 2013

commencing at 6.30p.m.

Present:

Cllr Everett (Chairman)

Councillors Bannister, Beesley-Reynolds, Dunton, Hall, Knowles, Liquorish, Smith, Mrs
Wood, Brodrick and Evans.

Apologies for absence were received from Councillors Galton, King (Cllr Brodrick substituted)
and Mrs. Robinson (Cllr Evans substituted).

Officers: V. Wenham & G. Keeping.

547 MINUTES

RESOLVED that: the Minutes of the Meeting of the Constitutional Review Committee
held on 5th February be approved and signed by the Chairman as a true record.

548 REVIEW OF AND AMENDMENTS TO THE CONSTITUTION

The Committee considered proposed revisions to the Protocol on Member and Officer
Relations and considered changes to the agenda order used for Council meetings requested
by the Chairman of Council, Councillor Everett.

- 1) Protocol on Member and Officer Relations: the Chairman went through the draft
Protocol page by page and the following changes were agreed by the Committee:
 - a. *General*: number paragraphs consistently throughout document.
 - b. *P3 Para 1.2*: insert 'impartial' to read "... give impartial advice ...".
 - c. *P6 Members will a)*: insert 'individual' to read "... involved in individual
staffing matters ...".
 - d. *P9 Members will b)*: delete "... or which they intend to put to wider political
purpose rather than constituency purpose".
 - e. *P11 Members will d)*: delete whole item "d) Take special care ...
inappropriate behaviour".
 - f. *P20 Members will c)*: insert 'group' to read "... to attend group meetings ...".
 - g. *P23 Public Consultations*: delete whole section on Public Consultations.
 - h. *P24 Members will e) & f)*: members found the wording of these two sections
slightly patronising, but no changes were proposed.
 - i. *P26 Members will e)*: insert 'Always' to read "Always give reasons ...".
 - j. *P38 Ceremonial Events*: delete whole section on Ceremonial Events and
transfer appropriate items to the Chairman's Protocol.

**RECOMMENDED that: subject to the above changes, the Protocol on Member
and Officer Relations be referred to Council for approval.**

- 2) Changes to the Agenda order for Council meetings:
- a. the Committee considered Section 2 of Part 4, Section 1 of the Council's Constitution: "Ordinary meetings of the Council". The following changes were agreed by the Committee:
 - i. Para 2.2: delete section a) and insert 'be' to read "... there will be a separate period of time ..."
 - ii. Para 2.2 (ii): delete current wording and replace with: "The Chairman will use discretion to ensure that the total amount of time specified in (i) above is not exceeded".
 - b. The Committee agreed the following revised order for meetings of the Council:
 1. Chairman's Announcements
 2. To receive Declaration of Members' Interests
 3. To receive the Minutes of the previous meeting of Council
 4. Topical Issues
 5. To answer written questions or receive petitions submitted by the public
 6. To consider Motions from Members
 7. To note action taken on the sealing of documents
 8. To receive the report of the Leader
 9. To receive any recommendations from the Executive
 10. To receive the report of the Chairman of the Scrutiny Commission
 11. To receive the Minutes of Committees
 12. To consider Officers' reports
 13. To consider any urgent matters (to be decided by the Chairman)

RESOLVED that:

- (i) Officers be authorised to draft any further changes to Section 2 of Part 4, Section 1 of the Council's Constitution that may be necessary to accommodate the change in order set out in b. above; and that
- (ii) Officers report back to Council if there are any legal reasons why the proposals set out in a. and b. above cannot be implemented.

RECOMMENDED that: the above changes (together with any officer advice if necessary) be referred to Council for approval.

The Meeting ended at 7.30 p.m.