



Meeting: **Constitution Committee**

Date/Time: **Tuesday, 12 June 2018 at 3.30 pm**

Location: **Executive Committee Room, County Hall, Glenfield**

Contact: **Mrs J. Twomey (Tel: 0116 305 6098)**

Email: **joanne.twomey@leics.gov.uk**

Membership

Mr. N. J. Rushton CC (Chairman)

Dr. T. Eynon CC Mr. J. B. Rhodes CC
Mr. S. J. Galton CC Mr. R. J. Shepherd CC

AGENDA

<u>Item</u>	<u>Report by</u>	
1. Minutes of the meeting held on 29 September 2017		(Pages 3 - 4)
2. Question Time.		
3. Questions asked under Standing Order 7(3) and 7(5).		
4. To advise of any other items which the Chairman has decided to take as urgent.		
5. Declarations of interest.		
6. Review and Revision of the Constitution - County Council Meetings held in March	Chief Executive	(Pages 5 - 8)
7. Any other items which the Chairman has decided to take as urgent.		



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Minutes of a meeting of the Constitution Committee held at County Hall, Glenfield on Friday, 29 September 2017.

PRESENT

Mr. N. J. Rushton CC (in the Chair)

Dr. T. Eynon CC
Mr. S. J. Galton CC

Mr. J. B. Rhodes CC
Mr. R. J. Shepherd CC

78. Minutes of the previous meeting.

The minutes of the meeting held on 15 September 2017 were taken as read, confirmed and signed.

79. Question Time.

The Chief Executive reported that no questions had been received under Standing Order 35.

80. Questions asked by Members.

The Chief Executive reported that no questions had been received under Standing Order 7(3) and 7(5).

81. Urgent Items.

There were no urgent items for consideration.

82. Declarations of interest.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No declarations were made.

83. Statement of Accounts and Annual Governance Statement 2016/17.

The Committee considered a report of the Director of Corporate Resources which presented the 2016/17 Statement of Accounts for approval, provided information relating to the main areas of the accounts and reported the key findings from the external audit of the accounts. The Committee also considered a Letter of Representation to KPMG. Copies of the report, marked 'Agenda Item 6', and the Letter of Representation are filed with these minutes.

Clarification was given to Mr. S. J. Galton CC as to how the figures for the General County Fund, the Earmarked Revenue Reserves and the Capital Reserves added up. It was agreed that further clarification would be given to Mr. Galton CC by officers after the meeting.

RESOLVED:

That the Statement of Accounts for 2016/17 be approved.

1.30 - 1.40 pm
29 September 2017

CHAIRMAN



CONSTITUTION COMMITTEE – 12 JUNE 2018

REPORT OF THE CHIEF EXECUTIVE

REVIEW AND REVISION OF THE CONSTITUTION – COUNTY COUNCIL MEETINGS HELD IN MARCH

Purpose of the Report

1. The purpose of this report is to seek the Committee's approval to submit proposed changes to the Constitution's Meeting Procedure Rules (Standing Orders) to the County Council for approval.

Background

2. Article 15 of the County Council's Constitution gives the Chief Executive a duty to monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect. It requires that changes to the document should only be approved by the full County Council after consideration of the proposal by the Chief Executive and the relevant Committee which, in the case of the Articles and Meeting Procedure Rules, is the Constitution Committee.
3. In the case of everything except the Meeting Procedure Rules the final decision on changes can be made at a single meeting of the County Council. However, in the case of the Meeting Procedure Rules any motion to add, vary or revoke Standing Orders must, having been proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. The proposed changes to the Standing Orders set out in this report cannot therefore take effect until after the County Council meeting in September 2018.

Review of Standing Orders

4. The Leaders of the three main Political Groups have discussed a proposal from the Leader that the meeting of the County Council held in March be dispensed with on the basis that with the exception of the Pay Policy Statement there is no substantial business to be transacted at that meeting. This will require an amendment to Meeting Procedure Rules (Standing Orders) and in particular to Standing Order 1.

Proposal - Dispensing with the March Council meeting.

5. The Leader made a suggestion to the other Group Leaders that the Council meeting in March should be cancelled on the basis that other than the Pay Policy there is no other business that requires to be transacted at this meeting. It is possible to bring forward consideration of the Pay Policy to the November Council meeting.
6. Opposition Group Leaders were somewhat reluctant to cancel the March Council meeting, but recognised the need to meet only if necessary. In this regard Group Leaders were advised that Standing Orders provide for a special meeting to be called if needed.
7. Group Leaders also noted that the role of the full Council has diminished as a result of the Local Government Act 2000 and the introduction of the Cabinet model of governance. This has occurred across the country and all authorities have struggled with this. The Council now has responsibility for setting the budget, determining the Plans and Strategies which form the Policy Framework and making appointments. The Policy Framework is largely defined by Government Regulations and is therefore broadly similar to that of other local authorities.
8. Dispensing with the March meeting would mean there would be five Council meetings as follows:
 - February (Budget Meeting)
 - May (Annual Meeting)
 - June/July
 - September
 - December
9. Group Leaders were advised that if a decision was made to dispense with the meeting in March, Standing Orders would be amended to enable the transaction of ordinary business at the Budget meeting and that ordinary business would also be transacted at the Annual Meeting in May (there is an understanding in place that the Annual Meeting should be a ceremonial meeting). The following suggestion was put to Group Leaders regarding the structure of the February and May meetings:-

<u>February</u>	<u>May</u>
<ol style="list-style-type: none"> 1. Questions from Members 2. Position Statements 3. Consideration of the Budget (MTFS) <p style="text-align: center;"><i>Tea Break – 4.00pm or 4.30pm</i></p> <ol style="list-style-type: none"> 4. Other ordinary business 	<ol style="list-style-type: none"> 1. Appointment of Chairman and Vice Chairman 2. Questions from members 3. Position Statements 4. Appointments to the Cabinet and Committees <p style="text-align: center;"><i>Tea Break – 3.30pm or 4.00pm</i></p> <ol style="list-style-type: none"> 4. Other ordinary business

10. Group Leaders also agreed that discussions on position statements would be greatly enhanced if the position statements were to be released earlier (at 12.30pm). The Leader undertook to consider this as part of this proposal.

Changes to Meeting Procedure Rules

11. Standing Order 1 (4) of the Meetings Procedure Rules would need to be deleted as it refers to the 'Budget meeting' and specifies the business that can be transacted at that meeting. No other change is required on the basis that Standing Order 1 (2) already provides that 'meetings for the transaction of general business shall be held on such days as may be determined by the Council at its annual meeting on the recommendation of the Executive...'. To assist members a copy of Standing Order 1 is appended to this report.

Recommendation

12. That the County Council be recommended to approve the proposed changes to the Constitution's Meeting Procedure Rules (Standing Orders) as set out in this report.

Background Papers

The Constitution of Leicestershire County Council.

Circulation under Local Issues Alert Procedure

None.

Officers to Contact

Mo Seedat

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Appendix

Part 4A - Meeting Procedure Rules

STANDING ORDER 1

Meetings of the County Council

- (1) The annual meeting of the Council shall be held:-
 - (a) in the year of the ordinary election of councillors to the Council, on the second Wednesday after the day of election;
 - (b) in any other year, on any Wednesday in May.
- (2) In addition to the annual meeting of the Council and any meetings convened by the Chairman or by members of the Council, meetings for the transaction of general business shall be held on such days as may be determined by the Council at its annual meeting on the recommendation of the Executive provided that a date so determined may be varied by the Executive.*
- (3) In these Standing Orders "ordinary meeting" means a meeting described in paragraph (1) or (2) above other than a meeting convened by the Chairman or by members of the Council.
- (4) In addition to the ordinary meetings a meeting of the Council shall be held in the month of February, on a date to be fixed by the Council, to consider the budget for the ensuing financial year, and for the Chairman's announcements, the report of the Returning Officer, the confirmation of the minutes of the last meeting of the Council, the asking of questions under Standing Order 7 and the consideration of motions, notice of which has been given under Standing Order 10.
- (5) Unless the Council otherwise determines, all meetings of the Council shall be held at 2.00 p.m. other than a meeting on a Saturday which shall be held at 10.00 a.m. provided that the time may be varied by the Chairman following consultation with Group Leaders.

*[*Under paragraph 3 of Schedule 12 of the Local Government Act 1972 an extraordinary meeting of the Council may be called at any time by the Chairman of the Council. There is also provision for such a meeting to be requisitioned by any five members of the Council.]*