

Review Committee – 2 April 2019

Minutes of the meeting of the **Review Committee** held on **2 April 2019** when there were present:-

Chairman: Cllr J C Burton
Vice-Chairman: Cllr D J Sperring

Cllr Mrs J R Gooding
Cllr J D Griffin
Cllr B T Hazlewood
Cllr N J Hookway
Cllr M Hoy

Cllr M J Lucas-Gill
Cllr Mrs C A Pavelin
Cllr Mrs L Shaw
Cllr C M Stanley

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs C M Mason, J R F Mason, Mrs J E McPherson and P J Shaw

SUBSTITUTES

Cllr D S Efde for Cllr P J Shaw
Cllr A H Eves for Cllr J R F Mason
Cllr Mrs D Hoy for Cllr Mrs C M Mason

OFFICERS PRESENT

A Law - Assistant Director, Legal and Democratic
P Gowers - Overview and Scrutiny Officer
M Power - Democratic Services Officer

60 MINUTES

The Minutes of the meeting held on 12 March 2019 were agreed as a correct record and signed by the Chairman.

61 REVIEW OF THE CONSTITUTION

The Committee considered the report of the Assistant Director, Legal and Democratic, which contained proposed changes to the Council's Constitution following meetings between the Review Committee project team and the Monitoring Officer.

- The project team had referred an aspect of the Rules of Procedure relating to length of meetings to the Committee for consideration and onward recommendation to Council.
- Members agreed that meetings should last a maximum of 2½ hours, instead of the current 3 hours. The Committee considered whether agreement for the meeting to continue beyond 2½ hours should be by a simple majority or whether it should be unanimous.

- It was noted that instances of meetings being extended beyond 3 hours had been very rare. A motion without notice would need to be moved before a meeting could be extended, which would provide Members with an opportunity for debate on the matter. Members agreed that a vote for an extension should be agreed by a simple majority. If it was resolved that the meeting be extended beyond 2½ hours, the length of the extension would be managed by the Chairman.
- The Monitoring Officer advised that from the 2019/20 municipal year she would be undertaking a brief annual review of the constitution and reporting into Full Council with any findings/recommendations. It was agreed that this report would be brought to the Review Committee for consideration prior to it going to Council.

It was noted that any issues arising during the year could be raised with the Monitoring Officer. It was recognised that any amendments required by legislation that were time critical may need to go direct to Full Council.

- A couple of typographical errors would be corrected prior to the report being submitted to Council.

Recommended to Council that the changes to the Constitution proposed in the officer report, including those agreed at the meeting as detailed above, be adopted.

62 APPROVAL OF REVIEW COMMITTEE'S ANNUAL REPORT

The Committee considered the draft report.

It was noted that since publication of the report an Executive decision had been stated as urgent and not subject to call-in. The report would be amended to reflect this.

Resolved

That the Annual Report be submitted to Full Council.

63 KEY DECISION DOCUMENT

The Committee considered the Key Decision Document and noted its contents.

15/18 Awarding of the Mixed Recoverable Facilities Contract: as this decision had been delayed, the date originally stated should have been included in the current iteration of the Key Decision Document.

64 WORK PLAN

The Committee considered and approved its Work Plan.

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The final report for the ICT review would be reported into the June 2019 Committee meeting.

Members were advised that, in accordance with the recommendation from December 2018, the Leader of the Council would be invited to the first meeting of the Committee in the new municipal year to detail the plans for the Council for 2019/20 and beyond and suggest any areas that the Committee may like to examine in terms of possible policy changes that could improve/develop the Council's offering.

The meeting closed at 8.09 pm.

Chairman

Date

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