

**REPORT OF THE DIRECTOR GOVERNANCE & LEGAL SERVICES**

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**FORWARD WORK PLAN**

**Reason for this Report**

1. The Constitution Committee is requested to consider areas within its terms of reference it would wish to review and include in its Forward Work Plan for 2017/18.

**Background**

2. The Constitution Committee is responsible for reviewing the Council's Constitution, recommending any changes to Council and/or Cabinet. It has authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-
  - a) Drafting improvements to enhance clarity and remove minor anomalies.
  - b) Updating to reflect legislative changes and matters of record.
  - c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).
3. The Forward Work Plan gives notice of, and transparency to, matters under review and for decision during the municipal year and reflects the Committees objective to improve and enhance governance of the Council; to have effective outcomes; and to ensure that it complies with legal obligations and identifies potential risks.
4. The Forward Work Plan needs to reflect the time commitment required for Committee Members and the resources available within the Council to meet the Committee's ambitions.

**Issues**

5. The main work stream for the Committee in 2017/18 is to develop improvements to aspects of the Constitution, in particular in relation to making Council meetings more effective, giving greater transparency to how decisions are made and the way the Council and its Officers function.
6. Attached, as **Appendix A** is the draft Forward Work Plan 2017 – 2018 for the Committee to review and refine.

### **Legal Implications**

7. There are no direct legal implications arising from the content of this report.

### **Financial Implications**

8. There are no direct financial implications arising from this report, provided the work can be met from within existing resources.

### **RECOMMENDATION**

The Committee is recommended to consider the Forward Work Plan 2017/18, as set out in **Appendix A** and agree with the Director of Governance & Legal Services areas it wishes to review and prioritise.

**Davina Fiore**

**Director of Governance & Legal Services and Monitoring Officer**

17 October 2017

CC/DF/V0.2

Appendices

**Appendix A** – Constitution Committee Forward Work Plan 2017-2018

Background Papers



**CONSTITUTION COMMITTEE – FORWARD PLAN 2017/18****APPENDIX A**

<b>TOPIC</b>	<b>OBJECTIVE/OUTCOME</b>	<b>WHO IS RESPONSIBLE?</b>	<b>PRIORITY</b>	<b>REPORT TO COMMITTEE</b>
(1) Council Meeting Procedure Rules	To review and consider suggested changes to the arrangements for meetings of full Council.	Director of Governance & Legal Services	High	October 2017 initial report  Substantial changes to be formulated and submitted to full Council for approval prior to implementation in May 2018
(2) Council Petition Scheme	To consider the adoption of a Petition Scheme setting out how the Council shall respond to petitions.	Director of Governance & Legal Services	Medium	TBA
(3) All-Party Working Group/s	To consider the establishment of all-party working group/s to promote specific issues within the Councils corporate and service priorities	Director of Governance & Legal Services	Medium	Dealt with in report on this meeting agenda
(4) Contract Procedure Rules	To review and update the Contract Procedure Rules to reflect new legislation and to align with WLGA Model Rules and best practice	Section 151 Officer, Finance, Procurement and Legal Officers	Medium	Autumn 2017
(5) Recording/ Filming in Council meetings	To review the rules on recording of meetings to ensure they meet legal requirements and best practice	Director of Governance & Legal Services	Medium	TBA
(6) Ward Member Consultation Requirements	To enshrine ward Member consultation requirements within decision making procedures	Director of Governance and Legal Services	Medium	TBA

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(7) Responsibility for Air Quality Management Functions	To review the appropriate allocation of responsibility for this local choice function	Director Governance and Legal Services / Head of Shared Regulatory Service	Medium	First scheduled meeting after November 2017
(8) Code of Corporate Governance	To consider a draft Code of Corporate Governance (on recommendation of the Audit Committee)	Director of Governance and Legal Services / Corporate Director Resources	Medium	Early 2018  Aiming for approval by Council in March 2018