

Joint Audit and Standards Committee

Monday 13 November 2017

Agenda Item 10 – Constitutional Changes

1 - Amendments related to the move to Endeavour House

Rule 4 currently states that agendas need to be on display at the council offices in 131 High Street, Needham market. This needs to be amended to Endeavour House.

The Councillor Call for Action form currently has a return address of Needham, this needs to be amended to Endeavour House. Furthermore, the addressee should be amended from Strategic Director (Corporate) to the Monitoring Officer.

Consequential changes are also to be made to officer titles in Appendix 2 – Summary of CFA Mechanism (the flowchart).

2 - Substitutes

It is proposed that the constitution be updated to require that substitutes for committees are appointed at the same time as the main committee members are appointed (i.e. at the annual Council meeting).

This would give greater clarity about who may sit as substitutes for each committee, provide greater consistency when substitutes are used and ensure that substitutes have the requisite training and experience to make a valuable contribution to the committee meeting.

The appointment of substitutes would need to reflect the political balance of the committee in question and depending on the size of the group, sufficient named substitutes could be chosen to cover all of the main committee places, i.e. a group with 5 places on the committee could appoint up to 5 substitutes.

This proposal would require changes to the following areas of the constitution:

Part 2 – Responsibility of functions: The substitute section for each committee would need to be updated.

Part 3 – Council Procedure rules: Rule 4.1 (m) to be updated to include appointment of substitutes.

Part 3 – Committee and Sub-Committee Procedures rules: Rule 20.1 to be updated to include reference to 'appointed' substitutes.

If the Joint audit and Standards Committee is in agreement the Councils could ratify these amendments at their meetings in December and the substitutes could be named by the group leaders immediately thereafter. The appointments could be reported to Council in January.