

Constitution Review 2012-13  
Part 5

No.	Item
1.	<p><b>Part 5 – Codes and Protocols – Appendix B – proposed amendments shown in tracked changes</b></p> <p><b>(a) Consequential Officer Name Changes and current arrangements with regard to the Planning Code of Conduct</b></p> <p><b><u>Action Proposed</u></b>  <b>To agree outstanding officer name changes to be in line with the staff structure as well as changes to reflect current practice arrangements, these being :-</b></p> <ul style="list-style-type: none"> <li><b>• Head of Legal Services being replaced with Solicitor to the Council in the Planning Code of Conduct</b></li> </ul> <p><b>To agree the word ‘prejudicial’ be replaced with ‘pecuniary’ where appropriate in the Planning Code of Conduct</b></p> <p><b>To agree the word ‘model’ be removed from preceding the words ‘Code of Conduct’ in the Planning Code of Conduct</b></p> <p><b>(b) Code of Conduct</b>  For clarity on interests for dual-hatted Members to add the words ‘or parish council’ at the end of 13(3)(g)</p> <p><b><u>Action Proposed</u></b>  <b>To agree insertion of the words ‘or parish council’ at the end of 13(3)(g)</b></p> <p><b>(c) Code of Conduct</b>  The following note at the end of 12(1)(d) be deleted and reworded to be 12(2) as shown in the action proposed :-</p> <p><i>[Note: In addition, Standing Order 30 requires you to leave the room where the meeting is held while any discussion or voting takes place.]</i></p> <p><b><u>Action Proposed</u></b>  <b>To agree the insertion of the following item at 12(2) of the Code and deletion of the note as written above :-</b></p> <p><b>12(2) In addition, you are required to leave the room where the meeting is held while any discussion or voting takes place.</b></p> <p><b>(d) Code of Conduct</b>  For clarity and transparency, the Complaints Process be added to the Constitution immediately after the Code of Conduct and the words ‘Appeals Panel of the Council’ be replaced with the words ‘Appeals Committee of the Council’</p>

No.	Item
	<p><b><u>Action Proposed</u></b>  <b>To agree the insertion of the Complaints Process immediately after the Code of Conduct and the words ‘Appeals Panel of the Council’ be replaced with the words ‘Appeals Committee of the Council’</b></p> <p><b>(e) Monitoring Officer Protocol</b>  Consequential Name Changes and current arrangements with regard to the Monitoring Officer Protocol</p> <p><b><u>Action Proposed</u></b>  <b>To agree outstanding officer/committee name changes to be in line with the existing structures as well as a change to reflect current practice arrangements, these being :-</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Director being replaced with Head of Communications</b></li> <li>• <b>Head of Finance being replaced with Head of Central Services</b></li> <li>• <b>Standards Committee being replaced with Governance Committee</b></li> <li>• <b>The following be added at E2:-</b>  <b>‘Complaints about Members regarding breach of the Code of Conduct are to be dealt with in accordance with the complaints process which is at page 10 of Part 5 of the Constitution.’</b></li> </ul> <p><b>(f) Task Group Protocol</b>  The document has been reviewed to reflect current working arrangements.</p> <p>Also linked to this item, Article 7 in Part 2 of the Constitution called ‘Task Groups, Local Strategic Partnership and Forums’ has been amended slightly to remove the following wording :-</p> <p>‘A member will only be able to vote if they are appointed as a voting member of a relevant Committee.’</p> <p><b><u>Actions Proposed</u></b>  <b>To agree the proposed changes to the Task Group Protocol</b></p> <p><b>To agree deletion of the following wording in Article 7 of Part 2 of the Constitution :-</b></p> <p><b>‘A member will only be able to vote if they are appointed as a voting member of a relevant Committee.’</b></p> <p><b>(g) Minutes Procedure</b>  This document has been reviewed to reflect practical working arrangements.</p> <p><b><u>Action Proposed</u></b>  <b>To agree the proposed changes to the Minutes Procedure</b></p> <p><b>(h) Member Roles and Responsibilities</b>  The document has been reviewed to reflect the changes in committee structure, to clarify the Leader of the Opposition role and CMT appraisals as well as the Leader of other groups</p>

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	<p data-bbox="288 174 1422 246"><b><u>Action Proposed</u></b> <b>To agree the proposed changes to the Member Roles and Responsibilities</b></p> <p data-bbox="288 282 730 318"><b>(i) ICT Protocol for Members</b></p> <p data-bbox="288 322 1461 430">The document has been reviewed to reflect the changes as a result of the approved ICT Package for Members and its more flexible approach eg. no Council password security applied to laptops</p> <p data-bbox="288 465 1273 537"><b><u>Action Proposed</u></b> <b>To agree the proposed changes to the ICT Protocol for Members</b></p>