



Constitution Review Working Group Update

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Lead Member/Relevant Portfolio Holder	Councillor Margaret Glancy - Portfolio Holder for Governance, Environment and Regulatory Services (Deputy Leader)

Corporate Priority:	All
Relevant Ward Member(s):	N/A
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

Summary

- 1.1 To provide an update to the Committee on the work undertaken by the Constitution Review Working Group (CRWG) from May 2023 to date.

Recommendations

RECOMMENDATION(S)	
That Committee:	
2.1	Note the work undertaken by the Constitution Review Working Group; and
2.2	Note the information provided in relation to the Member Induction Programme and provide feedback on the Member Development Programme 2024.

Reason for Recommendations

- 3.1 The CRWG Terms of Reference approved by Council in July 2020 require the CRWG to report to the Audit and Standards Committee on an annual basis.

Background

- 4.1 This report is presented to the Audit and Standards Committee to provide an overview of the work of the CRWG and
- 4.2 The report also provides a summary of the Member Induction Programme 2023.
- 4.3 A programme of development sessions and mandatory training will be developed for 2024 and Members are asked to provide feedback on format and subject areas for future training.

Main Considerations

5.1 Work of Constitution Review Working Group 2023

Date	Subject	Action/Notes
1 August 2023	CONSTITUTION UPDATES Various - Officer Scheme of Delegation/Financial Procedure Rules	Reported to Council for approval – September 2023
1 August 2023	LGBCE ELECTORAL REVIEW Timetable and scope of work	CRWG to consider Council's submission on Council Size
1 August 2023	GOVERNANCE REVIEW Background and timetable for review. Consideration of next steps	LGA to facilitate discussion on scope and format of review
3 October 2023	GOVERNANCE REVIEW Consideration of scope and format of review facilitated by LGA	Officer/Member Workshops to be arranged
3 October 2023	OFFICER CODE OF CONDUCT Feedback provided on revised Officer Code of Conduct	Feedback to be incorporated into revised version
3 October 2023	LGBCE ELECTORAL REVIEW Evidence to support council Size Submission	Member survey to be developed in relation to community engagement
3 October 2023	AUDIT AND STANDARDS PROCEDURE RULES REVIEW Format and content of revised hearings procedures and Standards Sub-Committee Procedure Rules	Draft revised procedures based on Best Practice Recommendations (Standards Review) and LGA Guidance

5.2 Member Induction Programme 2023

5.2.1 Member Induction Training

Session	Date	No of Members Attended
New Member Welcome	10 May 2023	26
Member Induction Event	12 May 2023	19

<ul style="list-style-type: none"> - Member/Officer Roles and Responsibilities - Communications - Equalities/Safeguarding/Corporate Health and Safety - Data Protection & Information Governance - Introduction to Local Government Finance 		
Governance and Code of Conduct Training	16 May 2023	23
Role of a Councillor	17 May 2023	14
IT Drop-in	22 May 2023	10

5.2.2 Committee Training

Session	Date	No of Members Attended
Planning	25 May 2023 12 September 2023 (Mop Up)	17 (across both sessions)
Induction to Scrutiny	5 June 2023	9
Licensing	12 June 2023 2 August 2023 (Mop Up)	16
Audit & Standards	21 June 2023	14
Audit and Standards (Risk Management)	26 September 2023	8
Employment	4 September 2023	5

5.2.3 General Training

Session	Date	No of Members Attended
Mod.Gov	8 June 2023	7
Working with Parish Councils	26 June 2023	15
Resilience	6 July 2023	10
Personal Safety	27 September 2023	8
Statement of Accounts	2 November 2023	5

5.2.4 The above session were provided in a variety of formats (Remote/Hybrid/In Person) by MBC Officers and/or external providers.

5.2.5 7 out of the 15 training sessions above were recorded and are available on the Members SharePoint Site.

5.2.6 In addition to the above session, various training sessions are also planned for November/December 2023 including:

- Treasury Management Training
- Information Governance Briefing

Options Considered

6.1 This report is for information and feedback purposes only.

Consultation

7.1 This report has been drafted in consultation with the Chair of the Constitution Review Working Group.

Next Steps – Implementation and Communication

8.1 Any items referred to the CRWG for further consideration will be added to the workplan.

8.2 Feedback in relation to the Member Development will be considered and built into the 2024 Programme.

Financial Implications

9.1 Costs of training delivered by inhouse by MBC Officers are met from within existing staffing budgets.

9.2 There is an annual budget of £5,000 for Member Development and Training. This was increased to £10,000 for 23/24 to accommodate additional training required for the Induction Programme.

Financial Implications reviewed by: Director for Corporate Services

Legal and Governance Implications

10.1 The terms of reference for the CRWG require reporting to the Audit and Standards Committee on an annual basis.

10.2 It is important that Members are provided with adequate training and development opportunities in order to ensure compliance with the legal and constitutional framework for each relevant decision-making body and to ensure that Members are properly supported to meet the demands of the role.

Legal Implications reviewed by: Interim Assistant Director for Governance & Democracy (Monitoring Officer),

Equality and Safeguarding Implications

11.1 There are no equality and safeguarding implications.

12 Data Protection Implications

12.1 A Data Protection Impact Assessments (DPIA) has not been completed for the following reasons because there are no risks/issues to the rights and freedoms of natural persons.

Community Safety Implications

13.1 There are no community safety implications.

Environmental and Climate Change Implications

14.1 There are no environmental and climate change implications.

Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Absence of oversight of the work of the CRWG	Low	Marginal	Low Risk

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low		1		
	2 Very Low				
	1 Almost impossible				

Risk No	Mitigation
1	Annual Report to Committee

Background Papers.

20.1 None

Appendices

21.1 None