



Melton  
Borough  
Council

# Annual Meeting of the Council

16 May 2019

Report of:

Director for Law and  
Governance and Monitoring  
Officer

## CONSTITUTIONAL REVIEW

### 1.0 Summary:

- 1.1 Following approval of the Council's new governance arrangements at the Extraordinary Meeting of the Council held on 21 November 2018, the Council is asked to approve a set of documents, as listed below at recommendation 2.1 which will complete the new Constitution.

### 2.0 Recommendations

- 2.1 **To approve the Joint Staff Working Group Functions and Procedure Rules as shown at Appendix A.**

### 3.0 Report Detail

- 3.1 Following approval of the Council's new governance arrangements at the Extraordinary Meeting of the Council held on 21 November 2018, the Constitution has been under review and is complete apart from the Appendix A which was omitted from previous reports.
- 3.2 The Joint Staff Working Group Functions and Procedure Rules set out its terms of reference. Members are asked to approve Appendix A to be inserted into the new constitution.
- 3.3 It is proposed that a further Planning Policy Advisory Group will be convened by Cabinet at their first meeting in the municipal year. It is proposed that this would have the same terms of reference as the previous Melton Local Plan Working Group.

### 4.0 Consultation and Feedback

- 4.1 The Governance Committee is consulted on items that change the content of the Constitution. There is regular internal consultation with the Senior Leadership Team and T3 to ensure the Constitution reflects the Council's current responsibilities and arrangements.

### 5.0 Next Steps

- 5.1 To update the Constitution with the Joint Staff Working Group Functions and Procedure Rules

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## 6.0 Financial Implications

6.1 Any financial and resource implications will be met from existing resources.

## 7.0 Legal and Governance Implications:

7.1 It is a legal requirement to have a constitution. The Council cannot make decisions without proper governance arrangements in place.

## 8.0 Equality and Safeguarding Implications:

8.1 Equalities Screening Assessments have been drafted on the items within the report and most items presented relate to the legality of decision-making.

## 9.0 Community Safety Implications:

9.1 There are no community safety implications relating to this report.

## 10.0 Other Implications

10.1 Not applicable

## 11.0 Risk & Mitigation:

11.1 Decisions may be challenged and may be unlawful if they are not supported by proper governance arrangements. Having a robust constitution following appropriate consultation helps to mitigate this risk.

## Background Papers:

Previous Joint Staff Working Group Terms of Reference

## Appendices

Appendix A : Joint Staff Working Group Functions and Procedure Rules

## Report Timeline:

|   |                |
|---|----------------|
| <b>Equalities Check &amp; Challenge</b> | Not applicable |
| <b>SLT Sign off</b>                     | Not applicable |
| <b>Previously Considered by Cabinet</b> | Not applicable |
| <b>Director Approval</b>                | 3 May 2019     |
| <b>Chief Finance Officer Sign Off</b>   | 8 May 2019     |
| <b>Monitoring Officer Sign Off</b>      | 13 May 2019    |

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|-----------------------|
| <b>Exempt Reports</b> |
| Not applicable        |

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|---|
| <b>Report Author &amp; Job Title</b>                                |
| Adele Wylie, Director for Law and Governance and Monitoring Officer |

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