

## CONSTITUTIONAL REVIEW WORKING PARTY

Minutes of the meeting held on 26 January 2011 at 10.00 am in Rossetti Room, Council Offices, Cecil Street, Margate, Kent.

**Present:** Mr Robin Hills (Chairman); Councillors Gregory, Harrison, Latchford and Mrs Roberts

### 48. APOLOGIES FOR ABSENCE

An apology for absence was received from Mr Brian Hinchley, Vice-Chairman.

### 49. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 50. MINUTES OF PREVIOUS MEETING

On the proposal of Councillor Harrison, seconded by Councillor Mrs Roberts, the minutes of the meeting of the Working Party held on 11 November 2010 were approved and signed by the Chairman.

### 51. PROPOSED AMENDMENTS TO FINANCIAL PROCEDURE RULES - WRITING OFF OF DEBTS

It was AGREED TO RECOMMEND to Standards Committee that the changes to the Financial Procedure Rules, as set out at Annex 1 to the report, be approved.

The point was made that all Members used to receive regular reports on debt write offs, although it was noted that information on debts exceeding £30K which were written off were currently included in Cabinet reports and thereby circulated to all Members.

The Working Party FURTHER RECOMMENDED that Members be notified of debt write offs below £30K.

### 52. PROPOSED AMENDMENTS TO SCHEME OF OFFICER DELEGATIONS - DIRECTOR OF COMMUNITY SERVICES

On the proposal of Councillor Gregory, seconded by Councillor Harrison, it was AGREED TO RECOMMEND to the Standards Committee that the changes to the delegations of the Director of Community Services, as set out in Annex 1 to the report, be adopted.

### 53. REVIEW OF CALL-IN PROCESS

The Democratic Services & Scrutiny Manager suggested three further amendments to Annex 2, as follows:

- i. remove the word, "all" at Paragraph (e)
- ii. substitute words, "does not meet", at Paragraph (g) with, "**hold a valid meeting**";
- iii. at Paragraph (h), change, "shall take effect on the date of the scheduled Overview and Scrutiny meeting at which it is considered", to, "**shall take effect on the date of the scheduled Overview and Scrutiny meeting at which it was due to be considered**".

On the proposal of Councillor Harrison, seconded by Councillor Latchford, it was AGREED TO RECOMMEND to Standards Committee that the Call-in Procedure be

amended in accordance with Annex 2 to the report, subject to further amendments listed at (i) to (iii) above.

**54. LEADER'S REPORT**

It was AGREED TO RECOMMEND to the Standards Committee that a new Council Procedure Rule 2.2 be inserted in the Constitution, as set out in Annex 2 to the Report.

Members of the Working Party felt that any changes in relation to the Chief Executive's Report should be deferred until after the May 2011 district elections.

**55. ADOPTION OF REVISED POLITICAL MANAGEMENT ARRANGEMENTS**

It was noted from the Head of Legal & Democratic Services that under the new Leader with a Cabinet Executive Model adopted by the Council, the Deputy Leader would be appointed by the Leader for the whole term of office, ending on the date of the Annual Meeting of Council in the year of the next ordinary election of Councillors, rather than for just the ensuing council year.

On the proposal of Councillor Gregory, seconded by Councillor Mrs Roberts, it was AGREED TO RECOMMEND to Standards Committee:

1. that the changes to the Constitution, as set out at Annexes 1 - 3 to the report be adopted;
2. that further changes which the Head of Legal & Democratic Services deemed necessary to reflect the appointment of the Deputy Leader for the whole term of office (4 years), as opposed to one year, be also adopted.

**56. MEMBER ROLE DESCRIPTIONS**

On the proposal of Councillor Mrs Roberts, seconded by Councillor Latchford, it was AGREED that a more detailed report on the introduction of Member Role Descriptions be brought back to the Working Party.

Meeting concluded : 11.05 am