

**MEETING OF CONSTITUTIONAL REVIEW WORKING PARTY,
28 JULY 2011**

MINUTE NO. 4

It was AGREED TO RECOMMEND that the following amendments be made to the Role descriptions as set out in Annex 1 to the report:

- a) **(Section No. 1) Ward Councillor – Duties and responsibilities** (On the proposal of Councillor Gregory, seconded by Councillor Nicholson:

Para (v): remove the words, “and impartially”, between “representations fairly” and “to deal with individual casework”, to read:

“To respond to constituent’s enquiries and representations fairly; to deal with individual casework and act as advocate in resolving constituents’ particular concerns or grievances”.

Para (x): replace the words, “to find” with “to consider finding”, to read:

“When unable to attend a meeting of Committee or other body to which they have been appointed a member, to consider finding a suitable substitute for the meeting and advise the Democratic Support section of the substitution.”

- b) **(Section No. 2) Chairman of a Committee**

Casting Vote

Para (vii): add the words, “second or”, to read:

“To use the Chairman’s second or casting vote as and when appropriate”.

Agenda-setting Responsibility

On the proposal of Councillor Nicholson, seconded by Councillor Hayton:

Insert new **Para (iii)**, as follows:

“To agree the agenda in consultation with the relevant officers”

and number existing Paras (iii) to (ix) to **(iv) to (x)** accordingly.

- c) **(Section No. 5) Chairman of Standards Committee**

Remove the following words from **Para (vi)**:

“To attend the Annual Conference of Standards Committees at least once during their term of office and”, to read:

“To attend the Kent and Medway Independent Standards Committee.”

d) (Section No. 11) Leader of the Council

Purpose of Role

Para (i): remove the word, “political”, between the words “direction and” and “leadership”, to read:

“To provide strategic direction and leadership to the Council and lead in its relations with government, other public bodies, partner organisations and the media”.

Duties and responsibilities

Para (vii): remove the word, “political” between the words, “to act as the” and “spokesperson”, to read:

“To positively promote the Council and the District in the media and to act as the spokesperson for the Council”.

e) (Section No. 13) Leader of the majority and majority opposition group

Insert new Para (ii)

“To ensure effective corporate governance including working with other groups to achieve, where possible, cross-party co-operation and to promote the highest standards of probity”

and number existing **Paras (ii) to (vii)**, (iii) to (viii) accordingly.

f) Insert new Section on Chairman of Constitutional Review Working Party (Harvey Patterson, Monitoring Officer to draft wording).

On the proposal of Councillor Gregory, seconded by Councillor Hayton, it was **AGREED TO RECOMMEND TO STANDARDS COMMITTEE** the introduction of Member Role Descriptions as set out at Annex 1 to the report, and as amended in accordance with recommendations set out at (a) to (f) above.

Harvey Patterson, Monitoring Officer, undertook to bring back a report incorporating the changes recommended by the Working Party.