

# REPORT TO CONSTITUTION COMMITTEE

**REPORT OF:** Head of Legal and Democratic Services

**REPORT NO:** LDS098

**DATE:** 8<sup>th</sup> July 2013

<b>TITLE:</b>	CONSTITUTION REVIEW – Proposed Timetable for Review	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Not applicable	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Paul Carpenter – Portfolio Holder for Governance and Communication	
<b>CONTACT OFFICER:</b>	Lucy Youles – Head of Legal and Democratic Services e-mail: <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> Tel: 01476 4016105	
<b>INITIAL IMPACT ANALYSIS:</b>  Equality and Diversity	Carried out and Referred to in paragraph (7) below Not applicable	Full impact assessment Required:
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	The Constitution <a href="http://www.southkesteven.gov.uk/index.aspx?articleid=1974">http://www.southkesteven.gov.uk/index.aspx?articleid=1974</a>  LDS 093 – Review of Constitution	

## 1. RECOMMENDATIONS

It is recommended that Members consider the proposed timetable and topics for review of the Constitution.

## 2. PURPOSE OF THE REPORT

2.1 The purpose of the report is to inform members of the proposed timetable and topics for review as detailed in this report.

## 3. DETAILS OF REPORT

3.1 Members were presented with Report LDS093 at their meeting on the 15<sup>th</sup> April 2013 outlining the proposals for change to the Constitution following and independent review.

3.2 Following that report work has been ongoing to commence the reviews of various sections of the Constitution to produce a fully reviewed Constitution by April 2014. Bearing in mind the timetable of meetings for the Constitution Committee, the following work plan is proposed:

- 8<sup>th</sup> July 2013 – Review of Article 4.1 and consideration of Article 18.
- 23<sup>rd</sup> September 2013 – Review of scheme of delegation to officers and creation of a section on officer information. Clarification on rules of voting for appointments and rules of substitution.
- 16<sup>th</sup> December 2013 – Review and simplification of executive and policy development procedure rules and creation of a section on Member information.
- 24<sup>th</sup> March 2014 – Review and simplification of budget and policy framework procedure rules.
- 17<sup>th</sup> April 2014 – Presentation to Council of revised Constitution

## 4. OTHER OPTIONS CONSIDERED

Various options for the delivery of the review have been considered. Where possible, the review should be carried out within the schedule of meetings for the Constitution Committee. Further additional meetings may be required to deliver the revised Constitution at the annual meeting of Council on the 17<sup>th</sup> April 2014

## 5. RESOURCE IMPLICATIONS

There are currently no resource implications relating to this report. The work will be carried out in –house and, where possible, using the knowledge and expertise of officers throughout the organisation

## 6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
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No specific high risks have been identified	

**7. ISSUES ARISING FROM IMPACT ANALYSIS**

None

**8. CRIME AND DISORDER IMPLICATIONS**

None

**9. COMMENTS OF FINANCIAL SERVICES**

There are no financial implications related to this report.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

Comments as detailed in this report

**11. COMMENTS OF OTHER RELEVANT SERVICES**

None

**12. APPENDIX: None**