

Constitution Working Group

Notes of a meeting of the Constitution Working Group of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 26th February 2018 at 1400 hours.

PRESENT:-

Ruth Jaffray in the Chair

Members:-

Councillor H Gilmour, Councillor C Moesby, Councillor T Munro, Councillor D Watson, Councillor K Reid and Councillor B Watson.

Officers:-

Sarah Sternberg (Head of Corporate Governance and Monitoring and Solicitor to the Council), Nicola Calver (Governance Manager), Victoria Dawson (Team Manager Solicitor), Liz Robinson (Accountancy Assistant) and Donna Cairns (Senior Governance Officer (NEDDC)).

1. APOLOGIES

Apologies were received from Councillors M Dixey and S Statter.

2. REVIEW OF THE COUNCIL'S CONSTITUTION

Members gave consideration to a report of the Head of Corporate Governance and Monitoring Officer setting out the proposed amendments to the Council's Constitution for comment by the Constitution Working Group prior to submission to a meeting of the Standards Committee. This included Employee Code of Conduct, Contact Procedure Rules, the Petition Scheme and Joint Arrangements which were set out in appendices 2-5 of the report.

The Governance Manager detailed the suggested changes within Appendix 1 and Members comments were captured to inform the final review report. A summary of these comments are set out below:

- Clarity required on 15 of Employee Code of Conduct re: Criminal Activity
- Part 21 1 and 2 of Code of Conduct – add in 'in a Council Vehicle' Clarity sought around drinking at work.
- Minute Books – Must be circulated to members
- Protocol on service requests to be included in induction for Members.

AGREED that the changes identified be put to Standards Committee as part of the Review of the Constitution Report.

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3. PROTOCOL ON MEMBER/OFFICER RELATIONS

The current Protocol on Member / Officer Relations was circulated to the meeting for comment prior to construction with All Members.

The Head of Corporate Governance and Monitoring Officer noted that Sheffield City Council had a 'do's and don'ts' for guidance for Members and it was agreed that a similar document could be appended to the Member / Officer Protocol.

It was noted that Strategic Alliance Management Team had also considered the Member / Officer Protocol and details of their suggestions were put to the meeting including:

- Considering LGA best practice
- Unacceptable behaviour
- Respect
- Undue pressure

Clarification was sought around Member attendance at meetings and the Monitoring Officer gave clear guidance to Members around their role as policy setters.

AGREED that:

- 1) The Member Officer Protocol be circulated to Members for their views prior to the next meeting of the Constitutional Working Group;
- 2) The comments made be considered as part of the review; and
- 3) LGA guidance be circulated to Constitutional Working Group Members

4. OTHER AREAS FOR REVIEW

The Head of Corporate Governance and Monitoring Officer noted that there was still some work to be carried out on the Delegation Scheme following the announcement of the new structure. This would be presented to a forthcoming meeting of Standards Committee.

5. DATE AND TIME OF NEXT MEETING

AGREED that the next Constitution Working Group take place on 16th April 2018 at 1400 hours.

The meeting concluded at 1443 hours.