



To: Chair & Members of the Standards Committee

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Friday, 10 September 2021

Dear Councillor

STANDARDS COMMITTEE

You are hereby summoned to attend a meeting of the Standards Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday, 20th September, 2021 at 14:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 2 onwards.

Yours faithfully

A handwritten signature in black ink that reads 'Sarah Steenberg'.

Solicitor to the Council & Monitoring Officer

The logo for Bolsover District Council, featuring the word 'Bolsover' in a large, blue, serif font, with 'District Council' in a smaller, blue, sans-serif font below it, all under a red swoosh.

We speak your language

Polish **Mówimy Twoim językiem**

Slovak **Rozprávame Vaším jazykom**

Chinese **我们会说你的语言**

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If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

**STANDARDS COMMITTEE
AGENDA**

***Monday, 20 September 2021 at 14:00 hours taking place as a Council Chamber, The Arc,
Clowne***

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes To consider the minutes of the last meeting held on 5 July 2021.	3 - 7
5.	Review of the Council's Constitution Report of the Monitoring Officer	8 - 35
6.	Complaints Update Update on statistics of complaints received by the Council against District and Parish Councillors	36
7.	Work Programme 2021/2022 To consider the Standards Committee Work Programme for the remainder of the 21/22 municipal year.	37 - 38

STANDARDS COMMITTEE

Minutes of a meeting of the Standards Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday, 5 July 2021 at 14:00 hours.

PRESENT:-

Members:-

Councillor R. Jaffray in the Chair

Councillors Clive Moesby (Vice-Chair), David Dixon, David Downes, Graham Parkin and Deborah Watson.

Officers:- Sarah Sternberg (Solicitor to the Council & Monitoring Officer), Kevin Shillitto (Solicitor & Deputy Monitoring Officer), Nicola Calver (Governance Manager) and Amy Bryan (Senior Governance Officer).

STA1-20/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tricia Clough.

STA2-20/21 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

STA3-20/21 DECLARATIONS OF INTEREST

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no declarations made at the meeting.

STA4-20/21 MINUTES

Moved by Councillor Clive Moesby and seconded by Councillor Deborah Watson

RESOLVED that the minutes of a meeting of the Standards Committee held on 22 February 2021 be approved as a true and correct record.

STA5-20/21 DRAFT NEW CODE OF CONDUCT FOR COUNCILLORS

Further to Minute STA43-20/21, Committee considered a report which presented a draft new Code of Conduct for Councillors, which had been based on the new Local Government Association (LGA) Model Code. The draft Bolsover District Council Code of Conduct for Councillors was attached to the report at Appendix 1.

The report stated that the draft was based on the LGA model with the following

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amendments or additions:

- Provision had been made for the granting of dispensations.
- The current Code included reference to Councillor's obligation to attend mandatory training, which was missing from the LGA model. The current Code included a requirement to attend Mandatory training as listed in an Appendix. This has been included in the draft.
- The current Code contained an explanation of Predetermination or Bias. This had been included in the draft Code.

The Committee was asked to consider the draft Code and to identify any other matters which it felt should be included.

The Committee discussed the draft and made the following comments:

- Section 8.1 - should be strengthened to stress the importance of training. It was suggested this could be changed to 'I will undertake Code of Conduct training provided by the District Council.'
- Section 10.2 – the limit to register a gift or hospitality should be £25 not £50.
- Section 13 – end of sentence was missing.
- Appendix C required the list of training to be copied over from the current Code of Conduct.

The Committee agreed that all Councillors would need to be informed of the contents of the new Code of Conduct and have the opportunity to ask questions. It was agreed that the best approach would be as a presentation at Council as part of the consideration of the Code which would be referred from this Committee.

The Committee also agreed that all Parish and Town Councils should be written to following the adoption of the Code by the Council to recommend their adoption of the same Code of Conduct. It was suggested that the Fire Authority could also be included.

The report stated that once Council had approved the new Code of Conduct for Councillors, each Councillor would have to agree to be subject to the Code. Therefore a letter or email would be sent to each Councillor following Council approval requiring that agreement.

Moved by Councillor Clive Moesby and seconded by Councillor Deborah Watson

RESOLVED – that:

- 1) the draft Code of Conduct be noted and the proposed amendments, as set out above, be made to the draft before submission for adoption.
- 2) the adoption of the draft Code of Conduct for Councillor be recommended to Council.
- 3) training be provided on the new Code of Conduct for Councillors, preferably at a meeting of Council when all Councillors would already be in attendance.
- 4) it be recommended to Parish and Town Councils that they adopt the Local Government Association Model Code of Conduct for Councillors.

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(Monitoring Officer)

STA6-20/21 REVIEW OF THE COUNCIL'S CONSTITUTION

Committee considered a report in relation to areas for review within the Council's constitution.

The following areas had been identified for review at this meeting.

a) Scope of Council Questions by Members

There was currently a disparity between the scope for questions from members of the public and Councillors. The scope applied to public questions did not currently apply to questions on notice by Councillors. It was proposed to change Procedure Rule 9 to include the same scope as for questions from members of the public (as set out below), which would bring both Procedure Rules 8 and 9 into line with each other.

The Monitoring Officer may reject a question if:

- (a) it is not about a matter for which the Council has a responsibility or which affects the district;
- (b) it is defamatory, frivolous or offensive;
- (c) it is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (d) it requires the disclosure of confidential or exempt information;
- (e) it breaches any procedure rule;
- (f) it relates to an item on the agenda for that Council meeting; or
- (g) it relates to a planning application that is in the process of being determined by the District Council.

If a question is rejected the person who submitted it will be notified in writing before the meeting and given the reasons for the rejection.

b) Withdrawal of Questions by Members

There was currently no provision within the constitution for a Councillor to withdraw a question which had been submitted, accepted and published. Section 9 of the Council Procedure Rules was silent on this scenario. It was proposed to clarify the situation by adding the following a paragraph to set out that questions could be withdrawn in writing not later than 24 hours in advance of the meeting.

The Committee discussed the proposal and agreed that the deadline should be 9am on the day of the meeting. Therefore the following would be added to the constitution:

9.10: Withdrawal of Questions

A question which has been accepted and published may be withdrawn by the Member who asked it provided that they indicate this in writing to the Monitoring Officer and the Member to which the question has been asked not later than 9am on the day of the meeting.

c) Delegation Scheme Amendment

There were some statutory matters which were missing from the Proper Officer provisions

STANDARDS COMMITTEE

within the Scheme of Delegation. Provisions required for the notification and control powers from transmissible diseases which were given to Proper Officers within:

Public Health (Control of Disease) Act 1984
S11, 18, 20, 21, 22, 24, 29, 31, 36, 40, 42, 43 and 48
Public Health (Infectious Diseases) Regulations 1988
Regulations 6,8,9,10
Sch 3 and 4

It was proposed to add these missing elements to the Proper Officer provisions.

d) Housing Allocations Review Panel (HARP)

The Housing Allocations Review Panel (HARP) membership needed to be updated as the Housing Needs Manager post had been disestablished. It was proposed to substitute the Housing Needs Manager post with the Community Safety and Enforcement Manager post.

Also, it was proposed to change a part of the terms of reference from 'The Housing Needs Manager or the Housing Enforcement Manger must be in attendance' to 'The Housing Enforcement Manager or the Community Safety and Enforcement Manager must be in attendance with at least one other panel member.' This change would ensure clarity on who needed to be present and that the panel should comprise of at least two officers.

e) Deadlines

Clarity was required when no time had been specified in respect of a deadline within the constitution.

This would require the following sentence to be added to the Council Procedure Rules - 'Unless otherwise stated, or where 'working day' is used as a description, a deadline within this constitution is deemed to be 5.00pm'.

Moved by Councillor David Downes and seconded by Councillor Deborah Watson

RESOLVED – that the Committee support the submission of all the proposals to Council as part of the next Constitution Review.

(Monitoring Officer)

STA7-20/21 COMPLAINTS UPDATE

Committee received a quarterly update and a verbal update provided by the Monitoring Officer in relation to complaints received against Members.

There was one complaint that remained ongoing from 2019 and one from 2020. There had been six complaints submitted so far in 2021; one regarding a District Councillor which had been closed with no further action and five regarding Parish Councillors which were still ongoing.

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STA8-20/21 WORK PROGRAMME 2021/2022

Committee considered its work programme for the 2021/22 municipal year.

Moved by Councillor Clive Moesby and seconded by Councillor Deborah Watson
RESOLVED – that the work programme be noted.

The meeting concluded at 14:37 hours.

Bolsover District Council

Standards Committee

20 September 2021

Review of the Council's Constitution (Part 2)

Report of the Assistant Director of Corporate Governance and Solicitor to the Council & Monitoring Officer

Classification: This report is public

Report By: Nicola Calver, Governance Manager

Contact Officer: Nicola Calver – 01246 217753
nicola.calver@ne-derbyshire.gov.uk

PURPOSE / SUMMARY

To consider the list of areas for review within the Council's Constitution for consideration by the Standards Committee prior to submission as part of the Annual Review of the Constitution to Council for adoption.

RECOMMENDATIONS

1. That the Committee give consideration to proposals for review and support the submission of the proposals to Council as part of the Constitution Review at a future meeting.

Approved by the Portfolio Holder – Corporate Governance

IMPLICATIONS

Finance and Risk: Yes ☒ No ☐

Details:

Failure to ensure the Constitution meets legal requirements can leave the Council open to challenge, as does failure to comply with the provisions of the Constitution. It is therefore essential that Constitution is regularly reviewed and given robust oversight

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

Details:

The Council is required under the Localism Act 2011 to prepare and keep up-to-date a constitution that contains its standing orders, code of conduct, such other information that the Secretary of State may direct and such other information that the authority considers appropriate

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no human resources implications arising from the proposals within this report. Some areas for review may impact on staff. These implications will be addressed in relation to the specific areas for review.

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes Details: Relevant officers are consulted at various stages of the Constitution Review

Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.

Demonstrating Good Governance

REPORT DETAILS

1 **Background** *(reasons for bringing the report)*

1.1 The Constitution is the Council's 'rulebook'. It sets out how the Council operates and how it makes decisions. Council approved its latest version of the Constitution at the Annual Council meeting in June 2021.

1.2 One of the functions of the Standards Committee is to undertake an annual review of the Council's Constitution to ensure it is up to date and in line with legislation and current circumstances.

2. **Details of Proposal or Information**

2.1 The table below sets out how these areas of review will be considered over the municipal year and where the matters need to be considered by other Committees for consultation, these have been identified

Area for Review	Lead Officer	Dates for Consideration
Questions by Members – scope and withdrawal	Governance Manager	July 2021
Delegations Scheme Amendments	Governance Manager	July 2021
Housing Allocations Review Panel (HARP) TOR	Monitoring Officer / Head of Housing Management and Enforcement	July 2021
Deadlines	Monitoring Officer / Governance Manager	July 2021
Scrutiny Procedure Rules	Monitoring Officer, Governance Manager and Scrutiny and Elections Officer	September 2021
Call-in Procedure	Monitoring Officer, Governance Manager and Scrutiny and Elections Officer	September 2021
Budget and Policy Framework	Monitoring Officer, Governance Manager and Scrutiny and Elections Officer	September 2021

Council Procedure Rules – Substitutes	Governance Manager	September 2021
Independent Persons – Terms of Office	Governance Manager	September 2021
Licensing TOR	Governance Manager	September 2021
Planning Committee Procedure	Governance Manager	September 2021
Petitions Scheme	Monitoring Officer/Governance Manager	November 2021
Councillors Mandatory Training	Governance Manager	November 2021
Review of guidance and constitutional rules on public speaking at Council	Governance Manager	November 2021
Minor wording changes or updating of job titles (housekeeping)	Governance Officers	Once final draft version produced

- 2.2 The areas for review for this meeting in the above table are detailed in the appendix to the report and set out the proposal and/or rationale and the sections of the Constitution to be amended.

3 Reasons for Recommendation

- 3.1 To ensure the Council has in place a fit for purpose Constitution which complies with English law.

4 Alternative Options and Reasons for Rejection

- 4.1 Members may consider alternative options to any proposals put forward, where legally permitted.

DOCUMENT INFORMATION

Appendix No	Title
1	Rationale and details of changes
2	Proposed changes to Scrutiny Rules
3	Proposed changes to Call-in Procedure
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	

<u>CHANGES FOR CONSIDERATION</u>		
Area of Review	Proposal and Rationale	Sections of the Constitution to be revised
Scrutiny Procedure Rules	To update the scrutiny procedure rules following changes to the scrutiny structure in May 2021. Proposed changes set out in Appendix 2.	Part 4.5 Scrutiny Procedure Rules Pages 148 – 155 (of May 2021 edition)
Call-in Procedure	To add further details and clarify the process of call-in. Proposed changes set out in Appendix 3.	Part 4.6 Call-in Procedure Pages 156 – 157 (of May 2021 edition)
Budget and Policy Framework	To amend section 4.3.8 (call in of decision outside the budget and policy framework) of the Budget and Policy Framework so it reflects changes made to the Call-in procedure. Proposed changes set out in Appendix 4.	Part 4.3 Budget and Policy Framework Pages 140 – 144 (of May 2021 edition)
Council Procedure Rules	To allow Members to substitute for other Members if they are not able to attend a meeting of one of the Licensing Committees, Planning Committee or one of the four Scrutiny Committees. The proposal is to add an extra CPR to permit substitutes for these specific meetings. Add a new <i>section 26 - substitutes</i> to the Council Procedure Rules <i>26.1 Members who are unable to attend a meeting may send another Member in their place to act as a substitute. The substitute will have the same rights as the Member of the Committee they are substituting for. This only applies to Planning Committee, Licensing Committees and the</i>	Part 4.1 Council Procedure Rules Page 130 (of May 2021 edition)

	<p><i>four Scrutiny Committees. Before sitting as a substitute the Member should have received appropriate training for that Committee.</i></p> <p><i>26.2 Members should notify the Governance Manager in advance of the meeting if they will not be present and the name of the Member who will be substituting in their place.</i></p> <p><i>(In line with scrutiny membership rules Executive Members may not act as a substitute on scrutiny committees)</i></p>	
Independent Persons Terms of Office	<p>The Committee on Standards in Public Life recommended that The Localism Act 2011 should be amended to require that Independent Persons are appointed for a fixed term of two years, renewable once. No change has been made to the legislation but given the recommendation we are making the Committee aware of the recommendation but no change is proposed.</p> <p>The Council has been appointing its Independent Persons for a period of four years. Given the time and expense in recruiting suitably qualified Independent Persons it is not proposed to change the Council's current practice.</p>	NO CHANGE PROPOSED

<u>CHANGES MADE UNDER DELEGATED AUTHORITY BY THE MONITORING OFFICER – TO BE NOTED</u>		
Area of Review	Rationale	Sections of the Constitution to be revised
Planning Committee Procedure	To clarify that Planning Applications made by all Councillors and Council employees are required to go before Planning Committee.	Part 5 Codes and Protocols – Planning Protocol Section 6 – Development proposals submitted by Councillors and Officers, and Council Development Page 241 (of May 2021 edition)
Licensing Committee Terms of Reference	To amend the size of Licensing Sub Committee's to be 3 Members (rather than 10), drawn from the full committee. This brings the terms of reference into line with licensing legislation.	Part 3 Responsibility for Functions Licensing Committee Pages 41 – 45 (of May 2021 edition)

4.5 SCRUTINY PROCEDURE RULES

4.5.1 The Number and Arrangements for Scrutiny Committees

- (1) The Council will have four Scrutiny Committees which will perform all scrutiny functions on behalf of the Council. The ~~four~~three Scrutiny Committees will be the;

- Audit and Corporate Overview Scrutiny Committee
- Customer Service Scrutiny Committee,
- Local Growth Scrutiny Committee
- Climate Change and Communities Scrutiny Committee.

- ~~(2) There will be an Audit and Corporate Overview Scrutiny Committee comprising the Members who are not members of the Executive.~~

- ~~(23)~~ The Terms of Reference of the Scrutiny Committees will be as outlined in Part 3 of this Constitution.

4.5.2 Who May Sit on Scrutiny Committee?

All Councillors, [except Members of the Executive], may be Members of the Scrutiny Committee. No Member may be involved in scrutinising a decision in which that Member has been directly involved.

The membership of each Committee will reflect the political composition of the Council. Members will be appointed at the Annual Council Meeting, and subsequently as required following a change in political composition and/or responsibilities.

4.5.3 Co-optees

Each Scrutiny Committee or each Scrutiny sub-Committee shall be entitled to recommend to Council the appointment of such non-voting co-optees as the Scrutiny Committee or Scrutiny sub-Committee considers appropriate.

The Audit and Corporate Overview Scrutiny Committee will have an additional co-opted Independent Non-Voting Member, as part of its allocated membership.

4.5.4 Meetings of the Scrutiny Committees

The Scrutiny Committees shall meet in accordance with the timetable of meetings approved by the Annual Meeting of Council. In addition, extraordinary meetings may be called from time to time as and when appropriate. A meeting of one of the Scrutiny Committees may be called by the Monitoring Officer if considered necessary following consultation with the Chair of the relevant Scrutiny Committee. Further meetings may be arranged as required on an Informal basis, to enable Review work to be completed.

4.5.5 Quorum

The quorum for each Scrutiny Committee shall be at least 3 Members of the Scrutiny Committee.

4.5.6 Who Chairs the Meetings of the Scrutiny Committees?

The Chair of each Scrutiny Committee and any sub-Committees will be drawn from among the Councillors sitting on the relevant Scrutiny Committee or sub-committee, and be appointed by the Annual Council Meeting.

4.5.7 Work Programme

The Scrutiny Chairs will be responsible for setting the Annual Work Programme for each of the four Scrutiny Committees and in doing so shall take into account the wishes of Members of the four Scrutiny Committees including the wishes of those who are not Members of the largest political group on the Council. The Annual Work Programme shall include matters on which there are requests from the Council or the Executive for advice, where this can be accommodated.

4.5.8 Agenda Items

- (1) Any Member of the relevant Scrutiny Committee shall be entitled to give notice to the Governance Manager of an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request, the Governance Manager will notify the Scrutiny and Elections Officer who will ensure that it is included on the next available agenda.
- (2) The relevant Scrutiny Committee shall also respond to requests from the Council, as soon as their work programme permits - and if it considers it appropriate, the Executive, to review particular areas of Council activity. Where they do so, the relevant Scrutiny Committee shall report their findings and any recommendations back to the Executive and/or Council. The Council and/or the

Executive shall consider the report of the relevant Scrutiny Committee within one month of receiving them. Policies will be considered by the relevant Scrutiny Committee before submission to the Executive.

- (3) Any non-Executive Member who is not a member of the Scrutiny Committee may refer any matter relevant to the Scrutiny Committee's functions to that Committee. The Member should give notice to the Monitoring Officer. On receipt of such a request, the Monitoring Officer will ensure that it is included on the next available agenda. The Committee shall then determine whether it wishes to pursue the item suggested by the Member.

4.5.9 Policy Review and Development

- (1) The role of the Scrutiny Committees, in relation to the development of the Council's Budget and Policy Framework, is set out in detail in the Budget and Policy Framework Procedure Rules.
- (2) In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, the Scrutiny Committees may make proposals to the Executive for developments in so far as they relate to matters within their terms of reference.
- (3) The Scrutiny Committees, through specially set up working groups, if appropriate, may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

4.5.10 Reports from the Scrutiny Committee

- (1) Once it has formed recommendations on proposals for development, the relevant Scrutiny Committee will prepare a formal report and submit it to the Monitoring Officer for consideration by the Executive, (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate, (if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).
- (2) The Executive shall consider the report of the Scrutiny Committee at its next ordinary meeting following submission of the report to the Monitoring Officer. Where a report is submitted to the

Council, the report shall be considered at the next ordinary meeting of the Council provided that the Executive has met in the meantime and had the opportunity to formulate its views on the report. If the Executive has not had that opportunity, the report will be considered at the following meeting of the Council.

4.5.11 Making Sure That Scrutiny Reports are Considered by the Executive

- (1) Once the relevant Scrutiny Committee has completed its deliberations on any matter, a copy of its final report will be forwarded to the Monitoring Officer who will allocate it to either or both the Executive and the Council for consideration, according to whether the contents of the report would have implications for the Council's Budget and Policy Framework. If the Monitoring Officer refers the matter to Council, the Executive will have 6 weeks in which to respond to the Scrutiny report and the Council shall not consider it within that period.

When the Council does meet to consider any referral from a Scrutiny Committee on a matter which would impact on the Budget and Policy Framework, it shall also consider the response of the Executive to the Scrutiny proposals.

- (2) Scrutiny Committees will in any event have access to the Executive's List of Key Decisions and timetable for decisions.

Even where an item is not the subject of detailed proposals from a Scrutiny Committee following a consideration of possible policy/service developments, the relevant Scrutiny Committee will at least be able to respond in the course of the Executive's consultation process in relation to any key decision.

4.5.12 Members and Officers Giving Account

- (1) Any Scrutiny Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Executive, the Head of Paid Service, the Chief Financial Officer, the Monitoring Officer, and any Director, or Head of Service, to attend before it to explain in relation to matters within their remit:-
 - (i) any particular decision or series of decisions
 - (ii) the extent to which the actions taken implement Council policy; and/or service performance.

- (iii) and it is the duty of those persons to attend if so required.
- (2) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Chair of the requiring Scrutiny Committee shall, in consultation with the Member or officer, arrange an alternative date for attendance.

4.5.13 Attendance by Others

A Scrutiny Committee may invite people other than those people referred to in paragraph 4.5.12 above, to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, Members and officers in other parts of the public sector and shall invite such people to attend. Attendance is entirely optional.

4.5.14 Call-In of Key Decisions

- (1) 'Call-in' should not be confused with the scrutiny of anticipated decisions before they are made (i.e. matters on which Scrutiny Committees can formulate proposals and recommendations.) 'Call-in' refers to the calling in of a decision after it is made but before it is implemented, and only applies to Key Decisions.
- (24) When a Key Decision¹ is made by the Executive or a committee of the Executive, or under joint arrangements, or in line with any delegation within the Constitution, the decision shall be published electronically and shall be available at the main offices of the Council within two working days of being made.
- (23) Copies of the Notice of Decision will be provided to all Members within the same timescale.
- (43) All Key Decisions will come into effect five working days after the publication of the decision unless three Scrutiny Members give notice in writing to the Governance Manager requesting to call-in the decision.

¹ A Key Decision is an Executive decision likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or which is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District. The Council has decided that revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is considered significant.

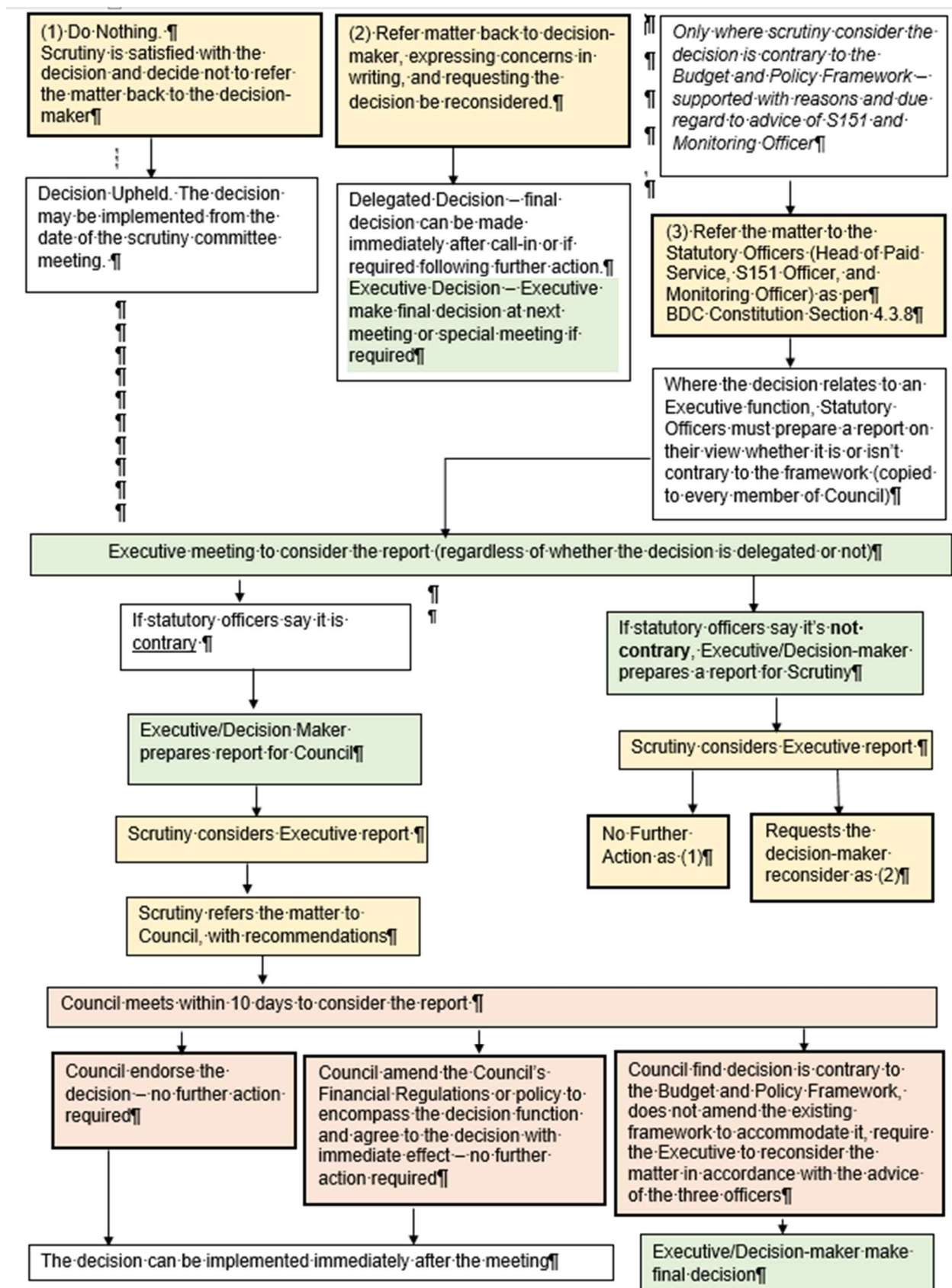
- (5) Call-in should only be used in exceptional circumstances. These are where Members have evidence which suggests that issues have not been handled in accordance with the decision-making principles set out in Article 13.2 of this Constitution; where a key decision has been taken which was neither published in accordance with the requirements for the list of Key Decisions, not subject to the 'general exception' or 'special urgency procedures' set out in this Constitution or where a decision is outside the policy or budgetary framework.
- (64) If no notice requesting call-in of a Key Decision is received in this five working day period, the decision may be implemented.
- (75) The call-in request should be on a completed 'call-in' request form and include the names and signatures of the three signatories, the decision-making principles it is believed have been breached and also the reasons for this. The decision-making principles are:-
- Proportionality (the decision must be proportionate to the desired outcome)
 - Due consultation and the taking of professional advice from officers
 - Respect for human rights
 - A presumption in favour of openness
 - Clarity of aims and desired outcomes
 - Regard for equal opportunities
 - Options are considered and reasons for the decision given
 - Consideration of all relevant factors
 - Decision is in the best interests of the District as a whole
- (8) Upon receipt of the call-in form, the Governance Manager will consider the request to ensure the correct information has been submitted. The Monitoring Officer may reject it if:-
- It relates to a non-Executive decision or is a decision where a statutory appeal is available
 - Insufficient information has been provided
 - It is vexatious, malicious or politically motivated
 - It contains insufficient evidence as to how the decision making principles have been breached
 - The decision has been previously called-in
 - The reasons given have been addressed in a previous call-in
- (79) Reasonable steps will be taken to make the lead signatory aware of any issues regarding the validity of the call-in request prior to the closure of the five working day call-in period.
- (108) Upon determining that the call-in request is valid, the Monitoring Officer will decide, having regard to the functions of each Scrutiny

Committee, which Scrutiny Committee will hear the call-in. The Executive/~~decision-maker~~ and relevant Council officers will also be notified of the call-in request. The Governance Manager will then call a meeting of the relevant Scrutiny Committee.

- (~~119~~) The relevant Scrutiny Committee must meet to consider the call-in as soon as reasonably practicable and at the latest within 20 working days of the receipt of the call-in notice. If the meeting does not take place in this period then the decision may be implemented. Special meetings of the Scrutiny Committee will be called if necessary to consider ~~a~~ call-ins in this period.
- (~~120~~) The lead signatory, being the first named Member on the call-in, will be invited to attend the relevant Scrutiny Committee to present the call-in, outline the reasons for the request and answer questions from the Committee. They will not be entitled to vote unless they are a Member of the Scrutiny Committee that considers the call-in. The relevant Executive Member/decision making officer will also be entitled to attend the meeting and be invited to address the Scrutiny Committee and answer questions from the Committee. The format for the call-in consideration is set out in the Call-In Procedure Rules.
- (~~131~~) If, having considered the decision, the Scrutiny Committee is still concerned about it; they may refer the matter back to the decision maker setting out in writing the reasons for its concerns. If the decision is a decision made by the Executive, the Executive shall reconsider it at their next meeting, (or a special meeting if necessary), amending the decision or not, before adopting a final decision.
- (~~142~~) If the Scrutiny Committee decides not to refer the decision back to the decision-maker, it may be implemented on the date of the Scrutiny Committee.
- (~~153~~) If the Scrutiny Committee concludes that the decision is outside the Budget and Policy Framework, then it may refer the decision to Council. When exercising this option, the Scrutiny Committee must evidence how and why the decision is outside the Framework and give due regard to the advice of the Chief Financial Officer and Monitoring Officer on this matter. [This is contained within section 4.3.8 of the Budget and Policy Framework Rules.](#)
- (~~164~~) If the matter is referred to Council and the Council does not object to a decision that has been made, then the decision may be implemented on the date of the Council meeting.

Call-In Procedure Flowchart

On hearing evidence, the Committee can take one of the following courses of action:



4.5.15 Call-In and Urgency

- (1) The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. The record of the decision and notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one and therefore, not subject to call-in. The Chairman of the relevant Scrutiny Committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman of the relevant Scrutiny Committee, permission of the Chairman of the Council may be sought and in his absence, the Vice-Chairman's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- (2) The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

4.5.16 The Party Whip

When considering any matter in respect of which a Member of the relevant Scrutiny Committee is subject to a party whip, the Member must declare the existence of the whip and the nature of it before the commencement of the relevant Committee's deliberations on the matter. The declaration and the detail of the whipping arrangements shall be recorded in the minutes of the meeting.

4.5.17 Procedure at Scrutiny Committee Meetings

(1) Business to be Considered

Scrutiny Committees shall consider the following business;

- (i) minutes of the last meeting;
- (ii) declarations of interest (including whipping declarations);
- (iii) consideration of any matter referred to the Committee for a decision in relation to call in of a decision;
- (iv) responses of the Executive to reports of the Committee.
- (v) the performance information being presented to the Scrutiny Committee and

- (vi) the business otherwise set out on the agenda for the meeting.

(2) Attendance by Portfolio Holders

Portfolio Holders will attend a Scrutiny Committee meeting where performance management information relevant to the portfolio is being presented or by invitation of the Chair as part of a review.

(3) Completion of Review

Where the Scrutiny Committee conducts investigations (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at Committee meetings which are to be conducted in accordance with the following principles:

(i) that the investigation be conducted fairly and all Members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;

(ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and

(iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

(~~34~~) Report Following Review

Following any investigation or review, the relevant Committee shall prepare a report and submit the report to the Executive and/or Council as appropriate and shall make its report and findings public.

4.5.18 Matters within the Remit of more than one Scrutiny Committee

Where a Scrutiny Committee conducts a review or scrutinises a matter which also falls (whether in whole or in part) within the remit of another Scrutiny Committee, then the Committee conducting the review shall invite the Chairman of the other Committee (or his/her nominee) to attend its meetings when the matter is being reviewed.

Two or more Scrutiny Committees may, from time to time, establish working groups comprising members from their Committees to look into issues of mutual concern.

4.5.18 Annual Scrutiny Conference

Each year the Scrutiny & Elections Officer will organise an Annual Scrutiny Conference to consider proposals for the ~~four~~three Scrutiny Committees Annual Work ~~Programmes~~ans. Portfolio Holders should be invited to attend this Conference.

4.6	CALL-in PROCEDURE
4.6.1	<u>Who Can Call-in an Item</u>
	Any Member of any of the four three Scrutiny Committees with the support of two further Scrutiny Committee Members.
4.6.2	<u>Deadline Date for Calling In Decisions</u>
	The deadline date for any decision eligible for call- i n will be published on the decision notice produced within two working days of the decision being taken. The time scale for call- i n is five clear working days from the publication date of the decision notice.
4.6.3	<u>Method by which Items May be Called-in</u>
	All Call- i n requests must be received on a Call- i n Request Form prior to the close of the Call- i n Period. However, Members may give early notice of Call- i n, in writing, in person or over the phone.
4.6. 45	<u>Recording of Called-in Items</u>
	The Governance Manager shall be responsible for keeping and maintaining a log of called- i n items. In practice, this log will be kept by the Governance officers who are authorised to accept notifications from Members.
	A log shall be maintained in chronological order according to when requests are received. This log will be open for inspection by any Member of the Council, upon request.
4.6. 56	<u>What may be Called-in</u>
	Any Key Decision on an Executive agenda other than an agenda item which is part of the Budget and Policy Framework, or any Key Decision made by the Leader or officers under delegated powers.
<u>4.6.6</u>	<u>Call-in Process</u>
<u>(1)</u>	<p><u>The process for considering the Call In is set out below:</u></p> <p>(a) <u>Lead signatory submission – The lead signatory to the Call-in will be invited to address the Scrutiny Committee and make a statement of explanation in respect of the decision called-in. They should aim to explain how the decision is in breach of the decision-making principles. The address should be limited to 20 minutes. The lead signatory may share the 20 minutes with other signatories. The Scrutiny Committee may ask questions of the lead signatory. The</u></p>

	<u>three signatories to the Call In are asked to set out their reasons for calling in the item.</u>
	<u>(b) Portfolio Holder/Decision-Maker submission – The lead Portfolio Holder (or the Decision-maker if a delegated decision) will be invited to address the Scrutiny Committee. Relevant officers can be called upon to support the submission. The address should be limited to 20 minutes and should address the reasons given by the lead signatory for the call-in. They should also aim to explain why the decision has not breached the principles of decision-making. The Scrutiny Committee may ask questions of the portfolio-holder/decision-maker.</u>
	<u>(c) Scrutiny Committee deliberations – The Scrutiny Committee needs to make a decision based on the discussion that has taken place. The Chair should make it clear that no submissions from the Portfolio Holder/Decision-Maker or lead signatory (or any other signatory if they have already spoken) will be heard whilst the Committee deliberates. The Call-in signatories, Portfolio Holder and Officers may remain in the room while this happens.</u>
	<u>(d) Right of Reply – The Portfolio Holder/Decision-Maker followed by the lead signatory may exercise a right of reply responding to the submissions and questions previously heard. No questions may be asked after the Rights of Reply. Closing statements should last no longer than 5 minutes.</u>
	<u>(e) Scrutiny Committee decision – The Scrutiny Committee may decide to:</u> <ul style="list-style-type: none"> <u>• Take no further action.</u> <u>• Refer the matter back to Executive or to the Decision-maker for delegated decisions, setting out the reasons for its concerns.</u> <u>• Refer to the statutory officers if deemed to be contrary to or not wholly in accordance with the Budget & Policy Framework.</u> <u>All Members of the Scrutiny Committee designated to hear the Call-in may participate in the vote, including any signatories to the Call-In, providing they are Members of the Committee.</u>
<u>(2)</u>	<u>If the Committee decides on the evidence considered to take no further action and endorses the decision, then the original decision may be implemented immediately after the meeting.</u>

<u>(3)</u>	<u>If the Committee decides to refer the matter back to the Executive/Decision-maker then it will be reconsidered by them subsequent to the Scrutiny Committee meeting. Having reconsidered the original decision, the Executive/Decision-maker may decide to affirm their original decision or to take a different decision.</u>
<u>(4)</u>	<u>The Committee may not refer the matter to Council unless, supported with reasons and evidence and advice from the 3 statutory officers, it is deemed to be contrary to or not wholly in accordance with the Budget & Policy Framework. The Executive must be involved in the process before Council considers the matter, as per the flowchart at 4.5.14.</u>

Notice of Call-in Request

In accordance with Rule 4.5.14 of the Scrutiny Rules that are contained within the Council's Constitution, we the undersigned hereby give notice that we wish to call-in the following Key Decision:

Decision (please include minute / delegated decision no.)	
Title of item / decision	
Date of Decision Publication	

We believe that the following principles of decision-making have been breached by the making of this decision (tick only those that apply):

Principle	Tick	Reason why breached
Proportionality		
Due consultation and the taking of professional advice from officers		
Respect for human rights		
A presumption in favour of openness		
Clarity of aims and desired outcomes		
Regard for equal opportunities		
Options are considered and reasons given for the decision		
Consideration of all relevant factors		
Decision is in the best interests of the District as a whole		

☐ As signatories to the form, we confirm we have read and understand the guidance on Call-in.

Lead signatory:

Name: Date:.....

Signed:

Name: Date:.....

Signed:

Name: Date:.....

Completion of Call-In Request Form – Guidance Note

- (1) Only Key Decisions not already implemented can be called-in.
- (2) Once a Call-in of a decision has taken place that decision cannot be called-in again for the same issues. However, if a revised decision has been made, following previous call-in, and Members believe there is evidence of a different breach, this can be called-in.
- (3) You should only submit evidence against the decision-making principles you believe have been breached. Evidence is NOT required against all the principles.
- (4) When providing reasons of why a principle has been breached, include clear evidence:
 - a. You can make reference to the reports presented as part of the decision.
 - b. You can provide additional documentary evidence e.g. evidence of local opinion/correspondence.

Examples:

Where a decision is called-in due to a perceived breach of ‘Due consultation’ and Members believe there is evidence of local opinion that has not been considered, the Members completing the Call-In Request should include evidence of correspondence received that supports the view of the local area. This is particularly important where this could contradict consultation evidence already considered by the decision-maker.

Ensure that the issue being challenged as part of the Call-in is within the boundary of what Scrutiny can address. Scrutiny cannot challenge an issue that should be addressed by a Regulatory Committee such as Planning or Licensing. For example, where reference is made to the impact of a proposed development on the biodiversity of the area, this is a planning consideration to be considered by Planning Committee as part of any planning application – not an issue Scrutiny can impact.

Reference to issues that are beyond the decision in question and that have been dealt with by other processes will not add weight to the Call-in. For example, reference to the impact on highways is in fact a planning consideration which requires a response from DCC Highways in relation to any planning applications impacting the area of the District in question. This is beyond the remit of Scrutiny.

4.3 BUDGET AND POLICY FRAMEWORK RULES

4.3.1 The Budget and Policy Framework

The Council is responsible for the adoption of the Budget and Policy Framework as set out in Article 4 of this Constitution. The following is a list of the plans and strategies which make up the Budget and Policy Framework:-

Plan, Strategy or Budget	Body
Borrowing & Investment Strategy	<ul style="list-style-type: none"> Audit and Corporate Overview Scrutiny Committee
Budget	<ul style="list-style-type: none"> Council Audit and Corporate Overview Scrutiny Committee Executive
Capital Strategy	<ul style="list-style-type: none"> Audit and Corporate Overview Scrutiny Committee
Corporate Plan	<ul style="list-style-type: none"> All Scrutiny Committees
Crime & Disorder Reduction Strategy	<ul style="list-style-type: none"> Climate Change and Communities Scrutiny Committee
Health and Well Being Strategy	<ul style="list-style-type: none"> Climate Change and Communities Scrutiny Committee
Housing Strategy	<ul style="list-style-type: none"> Customer Services Scrutiny
Business Growth Strategy	<ul style="list-style-type: none"> Local Growth Scrutiny
Licensing Policy	<ul style="list-style-type: none"> Licensing Committee
Local Plan	<ul style="list-style-type: none"> Planning Committee
Pay Policy Statement	N/A

Sustainable Community Strategy	<ul style="list-style-type: none">• Climate Change and Communities Scrutiny
Treasury Management Strategy	<ul style="list-style-type: none">• Audit and Corporate Overview Scrutiny Committee• Executive• Council

4.3.2 The Framework for Executive Decisions

- (1) The Council will be responsible for the adoption of the Budget and Policy Framework. Once the Budget and Policy Framework is in place, it will be the responsibility of the Executive to implement it.
- (2) The Executive has the responsibility for proposing to the Council, a budget and policies which will form part of the Budget and Policy Framework. It also has responsibility for making decisions within that Budget and Policy Framework.

4.3.3 The Process for Developing the Framework

- (1) The Council will be responsible for the adoption of the Budget and Policy Framework. Once the Budget and Policy Framework is in place, it will be the responsibility of the Executive to implement it.
- (2) The body identified in the right-hand column above, should be notified of plans to adopt any plan, strategy or budget that forms part of the Budget and Policy Framework and offered the opportunity to consider them.
- (3) The plan, strategy or budget together with any recommendations from the body will then be reported to Executive who will confirm the contents of the proposal before recommending it to Council.

4.3.4 Decisions Outside the Budget or Policy Framework

- (1) Subject to the provisions of 6 (virement), the Executive and any officers, area committees or joint arrangements discharging executive functions, may only take decisions which are in line with the Budget and Policy Framework. If any of these bodies or persons wishes to make a decision which is contrary to the Budget and Policy Framework, or contrary to, or not wholly in accordance with the Budget approved by Council, then that decision may only be taken by the Council subject to 4.3.5 below.
- (2) If the Executive and any officers, area committees or joint arrangements discharging executive functions want to make such a decision, they shall take advice from the Monitoring Officer, the

Chief Financial Officer and the Head of Paid Service as to whether the decision they want to make would be contrary to the Budget and Policy Framework, or contrary to or not wholly in accordance with the Budget and inform the relevant Portfolio Holder. If the advice of the three officers is that the decision would not be in line with the existing Budget and Policy Framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in 5 below (urgent decisions outside the Budget and Policy Framework) shall apply.

4.3.5 Urgent Decisions Outside the Budget and Policy Framework

- (1) The Executive, a committee of the Executive, or officers, area committees or joint arrangements discharging executive functions, may take a decision which is contrary to the Council's Budget and Policy Framework, or not wholly in accordance with the Budget approved by Council, if the decision is a matter of urgency. However, the decision may only be taken:-
 - if it is not practical to convene a quorate meeting of the Council; and
 - if the relevant Chair of Scrutiny Committee agrees that the decision is a matter of urgency.
- (2) In the absence of the relevant Chair of Scrutiny Committee, the consent of the Chairman of the Council, and in the absence of both, the consent of the Vice-Chairman will be sufficient.
- (3) Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

4.3.6 Virement

- (1) Once a budget has been approved, Executive or budget managers shall be entitled to vire across budget heads within the budget framework with the exception of salary related budgets, and required to inform the relevant Portfolio Holder when the virement is in excess of £25,000. Virements from salary related budgets can only be utilised for the use of agency and consultancy work necessary to maintain agreed service levels. Managers within the Accountancy Section shall be entitled to vire budgets for housekeeping purposes within each service area.

- (2) No officer may vire funds from the Transformation Reserve, authorisation of which is restricted to the Director of Corporate Resources and Head of Paid Service.

Delegated Decisions relating to Transformation Projects to be initialled by the Section 151 Officer to evidence that she has seen them.

4.3.7 In Year Changes to Policy Framework

The responsibility for agreeing the Budget and Policy Framework lies with the Council and decisions by the Executive or officers, area committees or joint arrangements discharging executive functions must be in line with it. No changes to any policy and strategy which make up the Budget and Policy Framework may be made by those bodies or individuals except those changes which:-

- (a) will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint;
- (c) are in relation to the Budget and Policy Framework in respect of a policy which would normally be agreed annually by the Council following consultation but where the existing policy document is silent on the matter under consideration.

4.3.8 Call In of Decisions Outside the Budget and Policy Framework

- (1) An Executive decision can be made either by the Executive at a formally called meeting or under delegated powers by an officer of the Council in accordance with the delegation scheme. Where the relevant Scrutiny Committee is of the opinion that an Executive decision is, or if made, would be contrary to the Budget and Policy Framework, or contrary to or not wholly in accordance with the Council's budget, then it shall seek advice from the Head of Paid Service, the Monitoring Officer and the Chief Financial Officer.
- (2) In respect of functions which are the responsibility of the Executive, the three officers' report shall be to the Executive with a copy to every Member of the Council. Regardless of whether the decision is delegated or not, the Executive and (where appropriate) the delegated decision maker, must meet to decide what action to take in respect of the three officers' report.
- (3) Where the three officers conclude that there was no departure from the Budget and Policy Framework, Executive will prepare and to prepare a report to the relevant Scrutiny Committee. Council in the event that the three officers conclude that the

~~decision was a departure, and to the relevant Scrutiny Committee if the three officers conclude that the decision was not a departure.~~

- (43) If the decision called-in has yet to be made, or has been made but not yet implemented, and the advice from the three officers is that the decision is or would be contrary to the Budget and Policy Framework or contrary to or not wholly in accordance with the Budget ~~the decision will be referred to Council, the relevant Scrutiny Committee may refer the matter to Council.~~ In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Proper Officer will request for Council to meet within 10 working days of the Call-In.

Where time allows, a meeting of the relevant Scrutiny Committee will be called to consider the matter fully prior to a meeting of the Council. The Council shall meet within 10 days of the request by the relevant Scrutiny Committee.

At the Council meeting it will receive a report of the decision or proposals and the advice of the three officers. The Council may either:-

- (i) endorse a decision or proposal of the Executive as falling within the existing Budget and Policy Framework. In this case, no further action is required, save that the decision of the Council be minuted and circulated to all Councillors in the normal way;
or
- (ii) amend the Council's Financial Regulations or policy concerned to encompass the decision or proposal of the body or individual responsible for that executive function and agree to the decision with immediate effect. In this case, no further action is required, save that the decision of the Council be minuted and circulated to all Councillors in the normal way;
or
- (iii) where the Council accepts that the decision or proposal is contrary to the Budget and Policy Framework, or contrary to or not wholly in accordance with the Budget, and does not amend the existing framework to accommodate it, require the Executive to reconsider the matter in accordance with the advice of the three officers.

BDC COMPLAINTS MADE AGAINST MEMBERS – QUARTERLY UPDATE – 2021/2022

List of Cases which do not proceed to investigation

DATE OF RECEIPT	PART OF CODE OF CONDUCT ALLEGED TO HAVE BEEN BREACHED	NAME OF COUNCIL	WHETHER A POTENTIAL BREACH WAS FOUND	REASONS FOR DECISION
01/04/21	Dealing with people fairly, appropriately and impartially. Valuing my colleagues and staff and engaging with them in an appropriate manner...	Clowne Parish Council	No	Complaint was not pursued by complainant.
6/4/21	Nolan Principles of Leadership and Accountability	Scarcliffe Parish Council	Yes	A minor breach had been evidenced but steps had already been taken to right the wrong by way of public apology. No further action was taken.
2/4/21	Nolan Principles of Integrity and Openness	Tibshelf Parish Council	No	Advice was given on declaring interests. No further action was taken.
5/7/21	Not confirmed.	Clowne Parish Council	No	Complaint was not pursued by complainant.

**BDC STANDARDS COMMITTEE WORK PROGRAMME
2021/2022**

Meeting date	Item	Comments
20 September 2021	Review of the Constitution - Part 2 <ul style="list-style-type: none"> • <i>Scrutiny Procedure Rules</i> • <i>Call-in Procedure</i> • <i>Budget and Policy Framework</i> • <i>Independent Persons Term of Office</i> • <i>Council Procedure Rules – substitutes</i> • <i>Planning Committee Procedure</i> • <i>Licensing Committee – Terms of Reference</i> 	
8 November 2021	<p>RIPA Annual Review</p> <p>Compliments, Comments and Complaints/Customer Service Standards Report & Annual Summary</p> <p>LGSCO Annual Letter and Report</p> <p>Members Training Attendance Report</p> <p>Review of the Constitution - Part 3</p> <ul style="list-style-type: none"> • <i>Mandatory Member Training (review of current list)</i> • <i>Petitions Scheme</i> • <i>Review of the guidance and constitutional rules on public speaking at Council</i> 	

24 January 2022	<p>Customer Service Standards and Compliments, Comments and Complaints Report – April to September 2021</p> <p>Gifts and Hospitality Review 2021</p> <p>Joint Whistleblowing Policy Review 2021</p> <p>Review of the Constitution - Part 4</p>	
14 March 2022	<p>Standards Committee Report</p> <p>Members Training Attendance Report</p> <p>Review of the Constitution - Part 5</p> <p>Complaints Update</p>	