



APPENDIX A

# Constitution

## Summary of current position at April 2018

Shahzia Daya, Monitoring Officer



# Background

- 16-17: Constitutional Working Group worked on a set of recommendations
  - Spring 2017: Peer review conducted with Lewisham
  - May 2017: Set of recommendations produced based on CWG and Lewisham outcomes
  - May-June: Feedback sought from all groups
  - June 2017: More time felt to consider feedback and constitution moved from July 2017 to Autumn 2017
  - Sept 2017: Recommendations updated based on feedback
  - Oct 2017: Recommendations reissued for feedback
  - Nov 2017: Moved to Dec 17 Full Council
  - Dec 2017: feedback sought from Mayor's Office & Labour Group - time critical items proposed for January and item removed from December
  - Jan 2017: View that process has not been followed resulting in items not progressing for January (HR and Procurement only)
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# Current Timelines

- **May 18 AGM Full Council: statutory review report of constitution required**
  - **Publication 14<sup>th</sup> May**
  - **Mayor and PGL meeting 8<sup>th</sup> May**
  - **Audit Committee 2<sup>nd</sup> May**
  - **Draft Scrutiny proposals to be shared with OSMB – w/c 23<sup>rd</sup> May**
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# Current recommendations

Current	Recommendation
Full council time limit - 3.5hrs plus 1 hour Member Forum	2.5hrs (not including Member Forum) at discretion of Lord Mayor to extend – NO CHANGE TO JUNE PROPOSAL
Full Council time of meeting - Is determined by the Proper Officer	Alternate start times between 2pm & 6pm – NO CHANGE TO JUNE PROPOSAL
Full council content - functions are set out in the Constitution r.e .budget & policy framework – this and public forum dictate contents	Optional Executive Debate slot where Mayor & Cabinet present a green paper (early policy development) for 30 min debate to obtain view of full council as part of policy development process. – <b>UPDATE CHANGE, NOT PROGRESSING AS ADVISED AT MARCH 2018 MAYOR AND PGL</b>
Public Forum	No change proposed – UPDATED CHANGE POST JUNE FEEDBACK

# Summary of changes

Current	Recommendation
Member Forum – 1 hr of questions before Full Council, 2 questions per Cllr submitted by 12 noon day before the meeting (in priority order from groups), 2 supplementaries permitted at meeting	Every month each Cllr can submit 2 question to the Executive, answers received within 10 working day and displayed on the website under the name for the Cllr who asked the question - <b>NO LONGER PROGRESSING AS ADVISED AT APRIL MAYOR AND PGL – timescales instead change for questions to be submitted by close of play on Tuesday and answers to be circulated by midday on day of the meeting.</b>
Mayor's Question time - OSMB – once a quarter questions submitted from Cllrs to Mayor (as per Member forum)	Once a quarter Mayor attends OSMB for one hour informal discussion session, topics submitted in advance by members – NO CHANGE TO JUNE PROPOSAL
Petitions – 3500 signatures = debate at Full Council, under 3500 able to be presented to Full Council (no debate)	Threshold lifted – 1% of population triggers a Full Council debate, 0.75% referred to Scrutiny for consideration, below 0.75% presented at Full Council (no debate) – NO CHANGE TO JUNE PROPOSAL

# Summary of Changes

Current	Recommendation
Time limits - 3 minutes to move a motion, 3 minutes to speak per member, speakers agreed in advance with Lord Mayor	No changes proposed – UPDATED PROPOSAL POST JUNE FEED BACK
Motions – Golden and Silver Motions	No changes proposed – UPDATED PROPOSAL POST JUNE FEEDBACK
HR Committee	<p><b>NEW (Jan 2018):</b> HR Committee have reviewed their terms of reference and are recommending:</p> <ul style="list-style-type: none"><li>• Name change to Employment &amp; Remuneration Committee</li><li>• Selection Committee to be incorporated into Employment &amp; Remuneration Committee (e.g. members from this committee undertake selection activities)</li></ul> <p><b>CHANGE POST JUNE FEEDBACK</b></p>

# Summary of Changes

Current	Recommendation
Health & Safety Committee for employee safety– currently includes Members	<b>New (2<sup>ND</sup> Nov)</b> H&S recommending elevate status to democratic meeting and full review of ToFR. UPDATED PROPOSAL POST JUNE FEEDBACK
Employee appeals	No changes proposed – UPDATED PROPOSAL POST JUNE FEEDBACK
Selection Committee	<b>NEW (Jan 18) - Selection Committee to be incorporated into Employment &amp; Remuneration Committee (e.g. members from this committee undertake selection activities )</b>
Audit Committee - currently chaired by Cllr	An independent chair be appointed via a transparent recruitment process, terms of reference reviewed in line with CIPFA guidance & mandatory training rolled out – NO CHANGE TO JUNE PROPOSAL

# Summary of Changes

Current	Recommendation
No standards Committee, conduct issues reported to Monitoring Officer	Value and Ethics Committee established - lead on conduct, member development, reviewing register of interest/hospitality. Made of majority of independents. Intro mandatory training to include (but not limited to); H&S, Civil Protection, Equalities, Data Protection and Cyber Security, use of City Hall – NO CHANGE TO JUNE PROPOSAL
Member Allowances & SRAs	Independent Remuneration Panel terms of reference refreshed and new members appointed. Full review of all SRAs, allowances & Member Expenses. - NO CHANGE TO JUNE PROPOSAL
Budget Process – amendments proposed by each group	Alternative budget model proposed - mayoral budget is considered then alternative budgets – NO CHANGE TO JUNE PROPOSAL



# Summary of Changes

Current	Recommendation
Key Decisions - £500k and/or impact on two or more wards and/or decreed by Mayor & Cabinet	Existing criteria added to with the following: <ul style="list-style-type: none"><li>• decisions between £100k- £500k signed off by officer and Cabinet Member</li><li>• Any item deemed to have reputational, legal and/or financial risk</li><li>• Matters relating to cessation/ significant change to service delivery or policy direction</li><li>• Any matter deemed significant by CEO, Monitoring Officer, S151 Officer</li></ul> NO CHANGE TO JUNE PROPOSAL
Member Code of Conduct – no reference to non-pecuniary interests and no reference to certain behaviours	Updated to include non-pecuniary interests and referencing wider behaviours - NO SIGNf CHANGE TO JUNE PROPOSAL - March 18, <b>update with new principles from National committee</b>
Member/Officer Protocol	Refreshed - NO CHANGE TO JUNE PROPOSAL
Lord Mayor – Deputy Lord Mayor assumes role having been Lord Mayor	Was a proposal to change order - this has now been discounted – UPDATED CHANGE

# Summary of Changes

Current	Recommendation
Other key points from CWG - not part of the Constitution but will be included in appendix	
Support for Lord Mayor	To remain as-is in terms of officer capacity –NO CHANGE TO PROPOSAL
Civic Ceremonies	Look to modernise and obtain sponsorship – NO CHANGE TO PROPOSAL
Mansion House	Make the best use of the Mansion House whilst retaining it as the official residence of the Lord Mayor- NO CHANGE
Annual general council	To be streamlined as trialled at the June 2017 meeting

A set of full tracked changed documents are available including:

- **new HR terms of reference as approved by HR Committee – postponed from Jan Full Council**
- Updated procurement regs reviewed by Scrutiny Task and Finish Groups – postponed from Jan Full Council
- Financial regs to be completed post budget
- **Updated OSMB regulations to be endorsed by OSMB**