

Decision Maker: COUNCIL

Date: 8th April 2019

Decision Type: Non-Urgent Non-Executive Non-Key

Title: CONSTITUTION IMPROVEMENT WORKING GROUP -
MINOR CONSTITUTIONAL CHANGES

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Corporate Services

Ward: (All Wards)

1. Reason for report

- 1.1 At its meeting on 21st January 2019 the Constitution Improvement Working Group met and made a number of recommendations to amend the Council's Constitution. The most significant matters involve changes to the arrangements for questions, but several other minor changes were recommended. Their recommendations were subsequently considered and supported by the General Purposes and Licensing Committee on 19th March 2019 and by the Executive on 27th March 2019 (see attached report, which includes the detailed changes to the Constitution in Appendix A).
- 1.2 The General Purposes and Licensing Committee added another recommendation, contrary to the Working Group's view, that a "matters outstanding" report should be a compulsory requirement on all agendas. Most PDS meetings, and a number of other bodies, already have a "matters outstanding" report, often combined with a work programme report. However, many other bodies have not found this necessary, and it would be inappropriate where the body is only considering individual applications (planning, licensing, appeals etc.) The Executive agreed to pass this recommendation on for Council to consider.

2. **RECOMMENDATIONS**

(1) **That Council approves the following changes to the Council's Constitution as set out in Appendix A to the report -**

(A) **That the following changes to Council Procedure Rules relating to questions be approved -**

- that public question time be extended to a maximum of 30 minutes, in line with the time allowed for Councillor questions;
- the deadline for receipt of questions should be 5pm, ten working days before each meeting;
- that questions specifically on reports on each agenda should be allowed within two working days of the normal publication date of the agenda;
- that questions be taken at special meetings, but only on the reports on the agenda;
- members of the public should no longer read their questions at Council meetings;
- the number of questions allowed be restricted to two per person.

(The changes to be reviewed after six months of operation.)

(B) That Executive members should not sit on the Audit Sub-Committee.

(C) That the right for a single Councillor to request that an item be placed on an agenda be extended from PDS Committees to all other committees.

(D) That the Scheme of Delegation to Officers be altered to confirm that where a planning issue is called in by a ward Councillor the delegation to officers is withdrawn.

(2) That there should be a “matters outstanding” report on every Committee/Sub-Committee agenda (excluding those dealing with individual applications) as recommended by General Purposes and Licensing Committee.

(3) That the Director of Corporate Services be authorised to make any consequent minor changes to the wording and numbering of the Constitution.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £350,650
 5. Source of funding: 2018/19 Revenue Budget
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Personnel

1. Number of staff (current and additional): 8 posts (6.79 fte)
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable:
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Procurement

1. Summary of Procurement Implications: Not Applicable:
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not Applicable
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable:

Non-Applicable Sections:	Impact on Vulnerable Children and Adults/Policy/ Finance/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	None