

Constitution Committee

Agenda

Date: Thursday, 15th September, 2016
Time: 2.00 pm
Venue: Committee Suite 1, 2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

4. **Minutes of Previous meeting** (Pages 1 - 6)

To approve the minutes of the meeting held on 15th July 2016.

5. **Overview and Scrutiny Committees - Review of Structure** (Pages 7 - 18)

To consider proposals to reduce the number of Overview and Scrutiny Committees to better align committees to the Corporate and Cabinet structures.

6. **Substitute Committee Members at Planning Committee Meetings** (Pages 19 - 22)

To consider the establishment of a pool of trained Members to supplement existing arrangements for the provision of substitute committee members at planning committee meetings.

7. **Audio-Recording of Meetings** (Pages 23 - 28)

To consider a report seeking clarification and guidance on the audio-recording of decision-making meetings.

8. **Urgent Decision Procedures** (Pages 29 - 34)

To consider amendments to the procedures for taking urgent decisions as set out in the Constitution.

9. **Members' Use of the Council's Email System** (Pages 35 - 40)

To consider a report on guidance to Members on using the Council's internet and email services.

THERE ARE NO PART 2 ITEMS