

Constitution Sub-Committee

Agenda

Date: Friday 29th September 2017
Time: 10.00 am
Venue: West Committee Room - Municipal Buildings, Earle Street, Crewe, CW1 2BJ

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 in the report.

It should be noted that Part 1 items of Cheshire East Council decision-making meetings are audio recorded and the recordings are uploaded to the Council's website.

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

1. **Apologies for Absence**

To receive any 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.

Please contact Paul Mountford, Executive Democratic Services Officer
Tel: 01270 686472
E-Mail: paul.mountford@cheshireeast.gov.uk

4. **Minutes of Previous meeting** (Pages 3 - 4)

To approve the minutes of the meeting held on 15 September 2017

5. **Work Packages and Proposed Amendments to Constitution**

Report to follow

6. **Progress on Constitution Review**

To discuss the progress of the Constitution review

THERE ARE NO PART 2 ITEMS

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Constitution Sub-Committee**
held on Friday, 15th September, 2017 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor A Martin (Chairman)
Councillor B Burkhill (Vice-Chairman)

Councillors G Baxendale, M Deakin, S Edgar, H Gaddum, L Jeuda and
B Roberts

Officers

Peter Bates, Chief Operating Officer
Brian Reed, Head of Governance and Democratic Services
Chris Allman, Senior Manager, Project and Change
Martin Middleton, Business Improvement and Change Manager
Julie Gregory, Solicitor
Paul Mountford, Executive Democratic Services Officer

7 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors S Hogben and
N Mannion.

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

9 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

10 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 23rd August 2017 be confirmed as
a correct record.

11 JOINT MEMBER/OFFICER WORKING GROUPS - TERMS OF REFERENCE

The Sub-Committee considered draft terms of reference for the Joint
Member/Officer Working Groups as appended to the report. These set out
the approach to be adopted by the Working Groups in conducting the
review, including the reporting arrangements. A key aspect was the need

to adopt a consistent approach across all areas of work. The reporting arrangements in place ensured that there was oversight of the whole process.

RESOLVED

That the terms of reference be agreed.

12 HOUSE STYLE AND FORMAT OF CONSTITUTION

The Sub-Committee considered a first draft of the proposed new Part 1 of the Constitution presented in the proposed house style. It was proposed to observe plain English principles when drafting and to adopt a clear, modern approach to layout, utilising hyperlinks where possible.

The Sub Committee asked if the members' code of conduct and the officers' code of conduct needed to be in the Constitution or if it could be hyperlinked. It was agreed that Officers would report back after checking the statutory list of documents required in a Constitution.

Members requested that references to the Council's Alternative Services Delivery Vehicles should be included in the Constitution. It was also suggested that the Constitution should have a search facility.

RESOLVED

That

1. The overall style and presentation of the constitution and the content of the proposed new Part 1 as appended to the report be approved;
2. Officers be permitted to use their discretion (this to be exercised with caution) in bringing to the attention of the Sub Committee only matters of substance when constitutional changes are proposed.

13 NEXT MEETING

The next meeting would be held on Friday, 29th September 2017 at 10.00 am in the Municipal Buildings, Crewe (venue to be confirmed).

The meeting commenced at 3.00 pm and concluded at 3.35 pm

Councillor A Martin (Chairman)