

**COUNCIL – 22 MAY 2007**

**AGENDA ITEM NO. 5**

**Extract from Minutes of Council – 17 April 2007**

**C103            CONSTITUTION TASK GROUP**

RESOLVED that

- 1 the amendments to the scheme of delegation etc set out in part 2 of Appendix 1, and those in Appendices 1A and 1B be agreed
- 2 the amendments to the articles of the constitution set out in part 1 of Appendix 1 and in Appendix 2 be moved, such that they are available for determination at the Annual Council Meeting on May 22, 2007
- 3 the proposals for the creation of a Housing Board as set out in the report be recommended to the incoming council with a view to establishing such a board at the Annual Council Meeting on May 22, 2007
- 4 the proposals relating to Member briefing days be noted, and that it be agreed that those proposals be adopted on a trial basis with a view to such a briefing day taking place before the end of July 2007
- 5 the proposals relating to the management of the length of agendas and of meetings be agreed
- 6 the sequence of meetings necessary to minimise unnecessary repeated discussion of issues be noted, and that the provisional calendar of meetings for 2007-8 at Appendix 3 be noted.

## RECOMMENDATION 2

### (i) Part 1 of Appendix 1

Amendments to the Articles of the Constitution arising from the restructure of the Council's management

Page no.	Provision	Delete	Insert
A26	14.2	Executive Managers	Directors and other officers
A26	14.2	Executive Management	Corporate Management
A31	16.3, 16.4 & 16.5	Executive Manager Corporate Governance	Assistant Chief Executive
A31	16.5.3	Executive Managers	Directors
A31	16.5.4		The Assistant Chief Executive

### (ii) Appendix 2

Amendments to the Constitution : Recommendations by the Constitution Task Group

Page no.	Provision	Delete	Insert
A18	10.2.1	2 independent members	3 independent members
B15	New Rule 20 and re-number		Duration of Meetings Meetings of the Council should aim to cease after 2 hours duration. In the event that the business has not been concluded within that time the Chairman of the meeting shall seek the view of the meeting as to how long it should continue. Only in exceptional circumstances should a meeting continue after 10.30 pm. Where necessary the Chairman shall adjourn unfinished business to another date or to the next meeting of the Council.
B15	Rule 21 (will be 22)	"19.2"	"20.2"
C18	New		The power of decision on any given matter shall be delegated to the relevant area panel providing that :- 1 the potential decision is within Council policy and budget 2 the potential decision is not

			<p>specifically reserved to another body of the council by legislation, regulation or a previous decision of the Council</p> <p>3 the potential decision does not have clear and immediate impact on any territory outside the boundary of the relevant area</p> <p>4 the potential decision does not relate to any of the matters delegated to the Development Control or Licensing Committees.</p>
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### **RECOMMENDATION 3**

#### **Proposal for the Creation of a housing board**

The Constitution Task Group noted the consideration given in the report tabled for the 15 February meeting to the issue of the creation of a Housing Board.

The CTG took the view that it was clearly necessary that there should be an increased opportunity for member oversight of the strategic issues affecting the development of the Council's housing stock. However, it also noted that there were a number of restrictions on the way that should be carried out:

- The setting of rents and the budget for the Housing Revenue Account were matters reserved by law to full council. CTG took the view that there was no advantage to those issues being considered by the Housing Board, then by Community Committee and finally by council.
- It was important that day to day management of the housing service be the responsibility of the Head of Housing Management and their officers. However, it was recognised that more needed to be done to ensure that local members were made aware of developments in relation to the housing stock within their own wards.
- It was recognised that there were statutory restrictions on the role of councillors in, for example, housing allocations but that these restrictions should not have the effect of inhibiting the ability of councillors to develop and agree policy in relation to these aspects of the management of the housing stock.

It was therefore agreed that a Housing Board be established as a Working Group (as described in Article 12.2 of the constitution) with the following remit:

- Development of the Council's Housing Strategy (including stock and asset development, homelessness, allocations policy)
- Liaison with Tenants Forum
- Co-ordination of local development framework with housing policy.

The Lead Officer for the Housing Board would be the Head of Housing Management. The Housing Board would report and make recommendations directly to any of the council's main policy committees, or to full council, according to the nature of the issue being dealt with. In addition to the agreed number of elected members, a tenant representative will be invited to join the Board as a non-voting member. In addition it was agreed that there should be an additional provision added to the Member/Officer protocol which would require officers to inform the local member or members of any non-routine decisions in relation to the management of the housing stock within their ward.

## **RECOMMENDATION 6**

### **Calendar of Meetings**

A copy of the draft calendar which was tabled at the last Council meeting is attached (appendix 3(ii)).

However, following concerns about the number of meetings being held during August, the matter has been discussed with the Leader of the Conservative Group and a revised calendar is attached which addresses this problem (Appendix 3(i)).

## COMMITTEE TIMETABLE 2007/08

	Day	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>East Area Panel</b>			6 Wed	<b>24</b> <b>Tue</b>			<b>15</b> <b>Mon</b>			9 Wed	26 Tue			
<b>South West Area panel</b>			7 Thur	<b>23</b> <b>Mon</b>			<b>16</b> <b>Tue</b>			7 Mon	28 Thur			
<b>North Area Panel</b>			5 Tue	<b>19</b> <b>Thur</b>			<b>18</b> <b>Thur</b>			8 Tue	25 Mon			
<b>Environment</b>	Tues		19			<b>4</b>	<b>30</b>			22		11		
<b>Community</b>	<b>Thurs</b>		21			<b>6</b>		<b>1</b>		24		13		
<b>Operations</b>	Thur		28			<b>20</b>		<b>15</b>		31	7	27		
<b>Scrutiny</b>	Wed			<b>11</b>			<b>3</b>	<b>28</b>			20		9	
<b>Council</b>	Tues	22 Annual		31			<b>9</b>		11		14 Thur		24	13 Annual
<b>Licensing</b>	Wed		27			12	<b>24</b>			9		5		
<b>Stansted Airport AP</b>	Mon			2		10	<b>22</b>			14		24		
<b>Standards Cttee*4pm</b>	Mon		25			<b>17</b>		12		21		31		
<b>Performance Select</b>	Tue		12		2 Thur	27 Thur		6			5			6
<b>Development Control 2pm</b>	Wed	23	13	4 25	15	5 26	17	7 28	19	16	6 27	19	9 30	20

## Provisional Committee Timetable 2007/2008 Tabled at Council on 17 April 2007

	Day	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
East Area Panel			6 Wed		7 Tue		8 Mon			9 Wed	26 Tue			
South West Area panel			7 Thur		6 Mon		9 Tue			7 Mon	28 Thur			
North Area Panel			5 Tue		9 Thur		11 Thur			8 Tue	25 Mon			
Environment	Tues		19		21		23			22		11		
Community	Thurs		21		23		25			24		13		
Operations	Thur		28			6		8		31	7	27		
Scrutiny	Wed			18		19		21			20		9	
Council	Tues	22 Annual		31			2		11		14 Thur		24	13 Annual
Licensing	Wed		27			12	31			9		5		
Stansted Airport AP	Mon			9		10	29			14		24		
Standards Cttee*4pm	Mon		25			3		12		21		31		
Performance Select	Tue		12		2 Thur	27 Thur		6			5			6
Development Control 2pm	Wed	23	13	4 25	15	5 26	17	7 28	19	16	6 27	19	9 30	20

All meetings normally held at Saffron Walden except for the Area Panels.

12

Meetings normally commence at 7.30pm except Development Control which starts at 2.00pm and Standards Committee which starts at 4.00pm.

Page 6

Details of timing and venue will be confirmed on publication of the relevant notice of meetings – members, press, public and others are advised to check details before finalising arrangements to attend meetings.