

ANNUAL COUNCIL	AGENDA ITEM No. 11(b)
21 MAY 2018	PUBLIC REPORT

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EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(b) AUDIT COMMITTEE RECOMMENDATION – CHANGES TO THE CONSTITUTION

Audit Committee, at its meeting on [26 March 2018](#), received a report and a supplementary report that sought the Committee's views on proposed amendments and updates to the Council's constitution, including the Petitions Scheme, Standing orders, the Member Officer Protocol, and committee terms of reference.

The Audit Committee also resolved to recommend to Council the amendment of all Committee Terms of Reference to include:

- For all Councillors to undertake training to be able to sit on committee.
- For all Councillors to undertake refresher training once every three years, or yearly for the Planning and Environmental Protection Committee and the Licensing Committee.

These proposed amendments have been included in agenda item 7.

IT IS RECOMMENDED that Council approve:

1. The updated Petitions Scheme set out in Appendix 1 to the original report.
2. Changes to Council Standing Orders set out in Appendix 1 to the supplementary report.
3. The insertion of the wording to the Member Officer Protocol:
 "Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate action needs to be taken (such as safeguarding or health & safety issues) which means this communication/information sharing is retrospective.

The relevant original Audit Committee report, supplementary report and appendices follow.

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