

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No.
<b>6 OCTOBER 2022</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Director Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296334

**WORK PROGRAMME, FUTURE DATES AND MEMBER ISSUES**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Fiona McMillan, Director of Law and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
<p>It is recommended that the Constitution and Ethics Committee</p> <p>1. Notes and agrees the Work Programme with any additional items or suggestions to be included</p>	

**1. ORIGIN OF REPORT**

1.1 This is a standard report to the Constitution and Ethics Committee which forms part of its agreed work programme. This report provides details of the Draft Work Programme for the following municipal year as it stands.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The programme can be refreshed throughout the year in consultation with the senior officer and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.

2.2 This is also an opportunity for Members of the Committee to raise any issues of concern under the Committee's terms of reference for discussion or addition to the work programme.

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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**4. IMPLICATIONS**

**Financial Implications**

4.1 There are none.

## **Legal Implications**

4.2 There are none.

## **Equalities Implications**

4.3 There are none.

## **5. APPENDICES**

5.1 Appendix A - Work Programme 2022/23.

## APPENDIX A

DATE: 4 JULY 2022			
		Section / Lead	Description
	Civic Protocol – Honours Panel	Executive and Member Services	To include membership make up of the Honours Panel and reporting process.
	Governance Review updates	Fiona McMillan Legal	To receive a report on options for reviewing governance arrangements for the Council
	Budgetary Control Policy Framework	Cecilie Booth/Emma Riding Finance	To review and amend the Budgetary Control Framework Policy and the terms of reference for the Financial Sustainability Working Group
	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2022 / 2023	Democratic Services Dan Kalley	

DATE: 6 OCTOBER 2022

	<b>Section / Lead</b>	<b>Description</b>
Governance Review – Terms of Reference	Fiona McMillan Legal	To agree the terms of reference for the Governance Review working group.
Constitution updates including:  Council Questions Motions with significant implications Naming Conventions Officer Employment Rules  Officer Employment Rules/Employment Committee Terms of Reference	Pippa Turvey/Fiona McMillan Democratic Services  Fiona McMillan/Mandy Pullen	To review a number of constitution updates.
Appointment to Outside Bodies, Appointment of Council Champions, and appointment to CPCA Board	Pippa Turvey/Fiona McMillan	To review the reference in the Constitution to appointments to Outside Bodies, appointment to the CPCA Board and the potential inclusion of Council Champions
Contract rules	Finance/Legal	To review updates to the contract rules for recommendation to Full Council
Mayors Declaration – Civic Protocol	Fiona McMillan/Rachel Edwards	To review wording of Mayor’s declaration of acceptance of officer in relation to the Civic Protocol.
Honours Panel – recommendations EXEMPT	Sue Proctor Executive and Member Services	Committee to review recommendations as part of their role as the Honours Panel
<b>INFORMATION AND OTHER ITEMS</b>		
Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
Training record	Fiona McMillan/Democratic Services	To review training attendance

	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2022 / 2023	Democratic Services Dan Kalley	

**DATE: 21 NOVEMBER 2022**

		<b>Section / Lead</b>	<b>Description</b>
	Delegations to the Monitoring Officer	Fiona McMillan	To review references to the delegated powers of the Monitoring Officer in the Constitution
	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2022 / 2023	Democratic Services Dan Kalley	

**DATES: 6 FEBRUARY 2023**

		<b>Section / Lead</b>	<b>Description</b>

	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2023 / 2024	Democratic Services Dan Kalley	