

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 9
21 NOVEMBER 2022	PUBLIC REPORT

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):	Karen Dunleavy, Democratic Services Officer	Tel. 452233	

WORK PROGRAMME, FUTURE DATES AND MEMBER ISSUES

RECOMMENDATIONS	
FROM: Fiona McMillan, Director of Law and Governance and Monitoring Officer	Deadline date: 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?	NO	If yes, date for Cabinet meeting	N/A
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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
	INFORMATION AND OTHER ITEMS		
	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

		Section / Lead	Description
	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
	INFORMATION AND OTHER ITEMS		
	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

		Section / Lead	Description
	Appointments to Outside Bodies	Pippa Turvey Democratic Services	To review the appointments to outside bodies
	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 recommendation - EXEMPT	Rachel Edwards Constitutional Services	To receive recommendations for Honours Panel
	Civic Awards - EXEMPT	Rachel Edwards Constitutional Services	To receive nominations for Civic Awards for sending to Full Council
	INFORMATION AND OTHER ITEMS		
	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 Legal	To receive an update as to any code of conduct cases

	Work Programme 2022 / 2023	Democratic Services Karen Dunleavy	
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DATES: 6 FEBRUARY 2023			
		Section / Lead	Description
	Delegations to Monitoring Officer	Rochelle Tapping Legal	To review the Monitoring Officer Delegations in the Constitution.
	Review of Council Constitution	Rochelle Tapping Legal	To start review of the Council Constitution in its entirety
	Council Champions	Rochelle Tapping Legal	To review Scrutiny Committee suggestions for Council Champions and how this is formally appointed to.
	Members Training Programme	Pippa Turvey	To discuss a training log and options for mandatory Member Training for the municipal year 2023/24
	Start Time of Committee Meetings 2023/24	Karen Dunleavy	To agree the start time of meetings for the new municipal year 2023/24.
	INFORMATION AND OTHER ITEMS		
	Dispensations Issues	Legal	To receive an update on the use of dispensations.
	Update on National Issues	Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues		To receive an update as to any code of conduct cases
	Work Programme 2023 / 2024	Democratic Services Karen Dunleavy	