

CONSTITUTION REVIEW WORKING GROUP

THURSDAY, 6 NOVEMBER 2025

Present: Councillors Bullivant, Clarence, Dawson, Palethorpe, J Taylor and Thorne

Apologies:

Councillors Daws, Keeling, Sanders and Steemson

Officers in Attendance:

Trish Corns, Democratic Services Officer

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

Camilla de Bernhardt Lane CFGS (Chair)

28. NOTES

The notes of the meeting held on 16 October 2025 were received and agreed.

It was agreed that the site inspection procedure and Section 8e of the Constitution would be included on the Planning Committee agenda for its 16 December meeting.

29. ROLE PROFILES

The group considered sample role profiles from a range of Local Authorities while discussing the creation of a variety of Role Profiles as follows:

1. Generic District Councillor

The Council's current Councillor role profile at Section 2 of the Constitution as circulated with the agenda was referred to in addition to the samples from other authorities.

It was considered the role profile should provide sufficient information to be meaningful and helpful to both elected councillors and to those considering standing as a councillor.

Pointers to be included:

- Definition of a councillor.
- A statement that the role is the interface between public and Council; expectation to attend parish/town council meetings relevant to one's ward and to champion one's ward; express the ambitions of one's ward and also to represent the entire district.
- Website links to help and support.

- Support from democratic services and other officers; support and how councillors will be supported in their role; expectations – what councillors can expect from the council and what the council expects from councillors, access to office buildings, access to documents and access to officers.
- The Nolan Principles and code of conduct (include paragraph 2.4 from the Constitution's current councillor role definition).
- Dispensation process; 6-month rule for both councillors and Executive members.

It was agreed that:

The generic district councillor role profile be compiled using the headings *Role, Duties, Expectations*, include the pointers above and be based on the samples from Mid Devon District Council, Kent County Council and Torbay Council.

2. Leader of the Council

Pointers to be included:

- Appointed by the Council.
- Responsibility for the Executive and the Forward Plan.
- Strategic lead for the Council, Best Value, delivery of quality services.
- Work alongside SLT to achieve the above.

It was agreed that:

The Leader of the Council role profile be compiled using the headings *Role, Duties, Expectations*, include the pointers above and be based on the samples from Kent County Council and Torbay Council.

3. Deputy Leader

It was agreed that the Deputy Leader of the Council role profile be compiled using the headings *Role, Duties, Expectations*, and be based on the sample from Torbay Council with additions from Kent CC role profile.

4. Executive Member

Pointers to be included:

- Consultation with ward members regarding all issues expected prior to decisions being made.
- Information shared with Shadow Executive Members.

It was agreed that:

The Executive Member role profile be compiled using the headings *Role, Duties, Expectations*, include the pointers above and be based on the sample from Torbay Council with additions from Kent CC role profile.

5. Chair of the Council

Pointers to include:

- Elected by the Council.

It was agreed that:

The Chair of the Council role profile be compiled using the headings *Role, Duties, Expectations*, include the pointer above and be based on the sample from Torbay Council with additions from Kent CC role profile.

6. Vice Chair of the Council

Pointers to include:

- Elected by the Council.

It was agreed that:

That the Vice Chair of the Council role profile be compiled using the headings *Role, Duties, Expectations*, include the pointer above and be based on the sample from Torbay Council with additions from Kent CC role profile.

7. Committee Chairs and Vice Chairs

Pointers to include:

- Additional role profiles to be compiled for Chairs of Executive, Scrutiny, Planning, and all other Committees in addition to the generic role profile

It was agreed that:

The Committee Chair and Vice Chairs generic role profiles be compiled using the headings *Role, Duties, Expectations*, include the pointer above and be based on the samples from Kent CC, with additions from Torbay Council

8. Group Leaders

It was agreed that:

The Group Leaders role profile be compiled using the headings *Role, Duties, Expectations*, and be based on the sample role profile of Leader of an opposition group from Kent CC, with additions from Torbay Council's Group Leader role profile.

9. Shadow Executive Members

Pointers to include:

- Appointment of shadow executive members.
- Expectation that information is shared with the shadows.

It was agreed that:

The current Shadow Executive Member role profile at Section 8c of the Constitution be reviewed and updated where necessary.

30. NEXT MEETING

Wednesday 26 November 2025 10am to noon.

Chairman