

## **CONSTITUTION REVIEW WORKING GROUP**

### **WEDNESDAY, 26 NOVEMBER 2025**

#### Present:

Camilla de Bernhardt Lane (CfGS) (Chair)  
Councillors Bullivant, Sanders and Steemson

#### Apologies:

Councillors Clearance, Daws, Dawson, Keeling, Palethorpe and J Taylor

#### Officers in Attendance:

Trish Corns, Principal Democratic Services Officer  
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

### **1. NOTES**

The Notes of the meeting held on 6 November 2025 were received and approved

### **2. ACTIONS ARISING FROM THE PREVIOUS MEETING**

Charlie advised:

- that the Members of the Planning Committee would be consulted on the site inspection procedure and Section 8(e) of the Constitution.
- The updated Constitution had been published, however section 6 Scheme of Delegation was being updated to ensure role titles are correct and delegations assigned to appropriate roles. This would be published once complete.

### **3. DRAFT COUNCILLOR ROLE PROFILES**

Consideration was given to draft role profiles as set out in the agenda for the following:

#### a) All Members/District Councillor

The draft be amended as follows:

- add *To communicate to residents on behalf of the Council* under 'Role.'
- Delete 4<sup>th</sup> bullet point under 'Duties.'
- Delete the words *by the Council* at the 13<sup>th</sup> bullet point under 'Expectations of a Cllr to the Council.'

- Add *To keep ward Members informed and To provide suitable training opportunities to assist Councillors in their role and carrying out their duties* as additional bullet points under 'Rights and Expectations from the Council to Councillors.'

b) Leader of the Council

The draft be amended as follows:

- Add *on behalf of all Members* to the first sentence under 'Definition.'
- Amend 4<sup>th</sup> bullet point under 'Role' to read *To ensure the effective working of the Executive and oversight of the delivery of services.*
- Add *To keep Members informed about issues affecting the Council* under 'Role.'

c) Deputy Leader of the Council

The draft be amended as follows:

- Add *support* to the first bullet point under 'Duties' to read *to assist, support and work.....*

d) Chair of the Council

The draft be amended so that the 'Role' reads as follows:

- *To be the Civic Head of the Council.*
- *To uphold the democratic and moral values of the Council.*
- *To represent the Council at civic and ceremonial functions.*
- *To uphold and promote the Constitution.*

e) Vice Chair of the Council

The draft be amended as follows:

- Delete *and act in their absence when requested* from the bullet point under 'Role.'
- Delete *ordinarily* from the first bullet point under 'Duties.'

f) Committee Chair

The draft be amended as follows:

- The 6<sup>th</sup> bullet point under 'Duties' to be amended to read *To manage the business of the Committee and be available for and take part in consultation on matters of business between meetings.*

g) Group Leader

The draft be amended as follows:

- The penultimate bullet point under 'Duties' be moved to 'Role.' *To promote high standards amongst the Members of their political Group and adherence to the Code of Conduct and Member/Officer Relations protocol.*

- Add *To promote the culture of good governance of the Council* to 'Role.'
- Add *To communicate between Members of the Group and the Council* to 'Duties.'
- Add *To ensure Members of the Group adhere to the rulings of the Standards/Code of Conduct process* to 'Duties.'

h) Shadow Executive Member

Deferred to next meeting.

**4. SHADOW EXECUTIVE MEMBER PROTOCOL - 8(C) OF THE CONSTITUTION**

Deferred for Camilla to seek views of other Authorities officers' network group particularly on engaging Shadow Members.

**5. NEXT MEETING**

18 December 2025, 10am.

Items to cover at future meetings: Shadow Executive Member Protocol and role profile; amendments to motions; public participation; confirmation of planning procedures.