

CONSTITUTION REVIEW WORKING GROUP

THURSDAY, 18 DECEMBER 2025

Present:

Camilla de Berhardt Lane (CfGS) (Chair)
Councillors Bullivant, Clarence, Sanders, Steemson and J Taylor

Apologies:

Councillors Daws, Dawson, Keeling and Palethorpe

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 26 November were received and approved.

2. ACTIONS ARISING FROM THE PREVIOUS MEETING

Consideration was given to the threshold of expenditure relating to officer decisions for decisions to be published on the website. This threshold was not stated in the Constitution.

The 2014 Openness Regulations regarding the Contract Procedural Rules required any officer decisions affecting the finance of the authority to be published.

It was agreed that Service Leads and Group Leaders should be consulted on the appropriate threshold, to be referred to the Overview and Scrutiny Committee for recommending to Council for approval and added to the Constitution.

3. COUNCILLOR ROLE PROFILES

Consideration was given to role profiles as discussed at the last meeting. All had been circulated to those Councillors in the roles for consultation purposes. Cllr Bullivant advised he had circulated the Group Leader profile to his group members for comment.

The following further amendments were agreed:

- All Member role profile: the 4th bullet point of *Expectations* to be moved to *Duties* and the words *respect and* added in between the words *with* and *the* on second line.

- Chair of Council: Add *To preside over meetings of Full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community, ensuring that all Members have an opportunity to make a relevant contribution and that the objectives of the meeting are fulfilled* under *Duties*
- Group Leader: the sentence under *Duties* to include health and wellbeing as follows:
To support the learning, development, *health and wellbeing needs* of all Members of the Group.

The last bullet point to read:

To apply the rulings of the Standards/Code of Conduct process to Members of the Group.

- The All Members profile to be referred to Hoey Ainsworth Consultants for comment.

4. **AMENDMENTS TO MOTIONS**

Consideration was given to Constitution paragraph 4.8.6 *Amendments to Motions*.

It was agreed that the first paragraph be amended as follows for better interpretation and clarification of the wording:

An amendment to a motion must be relevant to the motion, cannot negate the motion and will either be:

- to refer the matter to an appropriate body or individual for consideration or reconsideration; or
- to leave out words or insert or add others.
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5. **SHADOW EXECUTIVE PROTOCOL**

The Group referred to the current Constitution Section 8C Protocol for Shadow Executive Members and comments received from Councillors and Officers about current Shadow Executive Members and the operation of the protocol.

It was agreed that there could be more collaboration between all opposition parties to fill the shadow roles, and that Group Leaders should be consulted for their comments at the next Group Leaders meeting.

6. **NEXT MEETING**

Monday 12 January 11.30am

Constitution Review Working Group (18.12.2025)

Items for future discussion at the February meeting of the Group: Planning substitutes and public speakers, site inspections and Constitution 8E planning guidance.

Issues considered by this group for consideration by Council at the January 15 meeting included the petition process, role profiles and amendments to motions.