

# **CONSTITUTION REVIEW WORKING GROUP**

**THURSDAY, 30 APRIL 2026**

Present:

Councillors Bullivant, Clarence, MacGregor, Sanders and Steemson

Apologies:

Councillors Dawson, Hall, Palethorpe and J Taylor

Officers in Attendance:

Trish Corns, Principal Democratic Services Officer

Charlie Fisher, Democratic Services Manager and Monitoring Officer

It was noted that Councillor MacGregor had been appointed to the Group by his Group Leader to fill the Independent Group's vacant seat.

**1. NOTES**

The notes of the meeting held on 16 April 2026 were received and approved.

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

All actions from the previous meeting had been processed and amendments to documents were the subject of notes below for approval.

**3. SECTION 3 - DECISION MAKING STRUCTURE**

Consideration was given to a revised Section 3 Decision Making Structure.

It was noted that:

- There would need to be an additional arrangement once a shadow authority for LGR was in place.
- Sections 3.4.7, 3.4.8, and 3.11(Substitute Members) were procedural and therefore had been moved from Section 3 to Section 4.
- Section 3 did not need to be referred to Council for approval as no additional text had been added.

It was agreed that Section 3 as amended and circulated with the agenda be approved and it was noted that it was not necessary to be referred to Council for approval.

**4. SECTION 4 - PROCEDURAL RULES**

Consideration was given to amended Section 4 Procedural Rules. The group's views were sought on text deleted, highlighted text that had been added and other

## Constitution Review Working Group (30.4.2026)

highlighted updated text which had been amended from the current procedural rules.

It was noted that Sections 3.4.7, 3.4.8, and 3.11(Substitute Members) from Section 3 (see note above) had been moved to Section 4.

It was agreed that the amended version be referred to Council for approval subject to the following paragraphs:

- 4.2.4 - “or relocated” be added.
- 4.11.1 – delete “call” from penultimate line.
- 4.12.2 (j) – add “where applicable.”
- 4.12.4.4 – change “if” to “is” 2<sup>nd</sup> line, 2<sup>nd</sup> paragraph.
- 4.13.1 – change “three” to “five” clear working days.
  - Change the maximum period of time allowed from 15 to 30 minutes.
  
- 4.13.3 – 1<sup>st</sup> paragraph – delete and replace with “At Overview and Scrutiny Committee meetings, a member of the public who is resident in the District may make an oral representation.”
  - 2<sup>nd</sup> paragraph – add “or to bring items to the attention of the Committee.”
  - 3<sup>rd</sup> paragraph -change 15 minutes to 30 minutes.
  - 4<sup>th</sup> paragraph – change 3 clear working days to 5.
  - Add new paragraph:  
Representations should relate to one of the following:
    - a. A substantive matter on the agenda for that meeting (not including minutes or work programmes);
    - b. A service area of activity which would be timely for review;
    - c. It is a policy which has been recently introduced or has running for some time and is due for review;
    - d. Major proposals for change;
    - e. Areas of public concern; or
    - f. Areas of poor performance.
      - Add “relates to something that is or should be the subject of alternative recognised procedures (e.g. staffing issues, complaints, licensing or planning matters)” and “is not a matter for which the local authority has a responsibility or does not affect the District” to the reasons the MO can decline a representation paragraph
  
- 4.14 – 2<sup>nd</sup> paragraph – confirm 5 clear working days.
- 4.14 - last paragraph – delete “is to be asked if they agree to the question being” and add “will be referred.”
- 4.17.1115 - **Non-Committee Members attending Committees** – add the following to the penultimate sentence “who in certain circumstances may limit the attendance of those in the room (E.g. confidential or staffing matters).”
  - Delete the last sentence.

**5. SECTION 10B - MEMBER OFFICER PROTOCOL**

Consideration was given to the revised Member Officer protocol which was a mixture of the Blackpool example previously discussed and Teignbridge's revised role profiles and current Member Officer protocol. AI had been used to help find similar areas and missing sections in the Council's current documents.

It was agreed that the protocol be referred to Council for approval with the following amendments:

- Add additional bullet point to paragraph 4.1 - *Make them aware of urgent or emerging issues in their Ward*
- Paragraph 5.2 to be reworded as - *Questions and criticisms in meetings are for the topic under debate and the content of papers presented. Members are expected to question and challenge any reports or decisions but ensure these are constructive and not personal attacks on Officers as Officers have no automatic right to reply.*
- Paragraph 6.1 – delete *officers may work from home for up to 50% of the time. In light of this...*
- Paragraph 6.2 - replace text after *responded* 4<sup>th</sup> line with *an invite or message, and if not contact the Member in person or by phone or email.*
- Paragraph 7.3 – replace first sentence with *Correspondence between Members and Officers may not always be shareable with the public.*
- Paragraph 10.4 – delete the words at 2<sup>nd</sup> line *in a manner that is incompatible with this protocol at* and as *Members do* at 4<sup>th</sup> line.

Chairman