

Addendum to Agenda Item 3

Extraordinary Council 5 October 2022 – Constitution of the Council.

Issues identified through consultation with elected members.

Legend: CWG – Constitution Working Group

Document Pack Page	Issue	Remedy
Several	Formatting errors from PDF format to Word ie: “thecomensation” Page margins inconsistent.	Correct spacing errors ie: “the compensation” Correct margins.
23	A sub-group of the “Panel”	Replace “Panel” with “Committee”
32 section 4.2 (f)	Appointing representatives to outside appointments.....	To be deleted as contradicts with functions of the Leader
35 section 6.2	Form and CompositionThis Council currently has a Leader and “eight” Councillors in its Cabinet.	Replace “eight” with “seven”.
36 (a)remove the Deputy Leader from “officer”.....	Replace “officer” with “office”.
42 section 9.6	Whipping The Whip will not apply from any of the political groups on their respective Members of the Planning and Licensing Committee while they are taking part in the Committee’s business. No political meetings of the Committee Members shall take place. Each political group shall present to the Proper Officer at the start of each municipal year a statement that demonstrates the necessary freedom of its Members from the whipping process on this Committee.	Isn’t being provided currently. Discussion with CWG as to ongoing relevance.
43 the Chairmen of relevant Parish Meetings	Replace “Chairmen” with “Chairs”.
46 section 12.2	Functions of the Head of Paid Serviceon how the Council ought to be “state” managed	Remove “state”.
62	Overview and Scrutiny “Consisting of 10 members”	Remove committee membership numbers to future proof. Same applies to Planning and Licensing (page 63) Audit Committee (page 65), Performance & Appointments Committee (page 68)
120	“In addition to its Annual Meeting, a minimum for four ordinary meetings of the Council will be scheduled”	Replace “four” with “six”.
120 section 2.1 (iii)	“appoint the Vice-Chair of the Council”	Replace “appoint” with elect.

121 section 2.2 (iv) and (v)	(iv) receive nominations/appointments of Councillors to serve on each committee and outside body (if appropriate); and (v) appoint to those committees and outside bodies, except where appointment to those bodies has been delegated by the Council.	To be deleted as contradicts with functions of the Leader
122	“For 2022/23, Council meeting will remain either at 2pm or 4pm.....”	To future proof, replace with a link to CDC’s website showing meeting dates/times.
122 (vii)	Deal with questions submitted by members of the public.....	Replace “submitted” with “asked”.
123 (xvi)	authorise, where necessary, the sealing of documents	Delete.
123 section 3.4	Timings of Committees	To future proof, replace with a link to CDC’s website showing meeting dates/times.
125 section 10	Questions by the Public Constitution doesn’t reflect practice	CWG to discuss alternative wording.
135 section 16	Voting Constitution doesn’t reflect electronic voting recently introduced.	CWG to discuss alternative wording.
138 section 22	Recording and/or Filming of Meetings Constitution doesn’t reflect webcasting.	CWG to discuss alternative wording.
142 section 1.4	Notice of Meetings Doesn’t include reference to the notice of meetings on CDC’s website.	Add “The Notice will be available at the Council’s main offices, ”and on the Council’s website”
148 section 1.15 (c)	General Exception Does include reference to copies of the notice being available on the Council’s website.	Add “the Proper Officer has made copies of the notice available to the public at the main offices of the Council “and on the Council’s website”
150 section 1.22 first paragraph”then they will not make the decision until at least five clear days of the receipt of that report”	Add “have elapsed” to the end of the sentence.
150 section 1.22 second paragraph	Any meeting at which the Cabinet Member will take such decision will not be open to the public”	CWG to discuss increasing the transparency of Individual Cabinet Member Meetings.
151 section 1.24.4”Members are sent a paper copy of the summons and agenda of the meeting and the reports and other documents.....” Doesn’t include reference to summons circulation by email	Add”Members are sent “an email link and” a paper copy of the summons and agenda of the meeting “where requested”
152 section 1.24.5.1 b)	Incorrect spelling of “advisor”	Replace “advisor” with “adviser”
156 section 2.6.2”In the absence of the Chair of the Overview & Scrutiny Committee, then the consent of the Chair of the Council and in their absence the Vice-Chair of Council will be sufficient”	Replace “Vice-Chair of Council” with “Vice-Chair of Overview & Scrutiny Committee”

163 section 4.2"or by the Chief Executive if they considers it necessary.....	Replace "considers" with "consider".
163 section 4.4"be a member of the opposition"	Replace "opposition" with "Opposition".
229 Part D11	Missing link to Officer Employment Rules	Add in link.
268 section 10 (1)"the Chairmen of Committees....."	Replace "chairmen" with "chair".
318 appendix 3	Summary of Members Allowances 2022/23 Rates quoted ie: £5227.92 per annum, are those from 2021/22	Clarify staff pay settlement, which links to an increase in members allowances, is outstanding for 01.04.2022.
283 Part E6	Probity in Licensing Licensing Protocol (2014)	CWG to review Protocol as 8 years old.
322 appendix 4 section 2.4	The Chair will then ask the Opposition Group if they wish to respond.....	Replace Opposition "Group" with "Groups".
325 Procedure Graphic	Includes an old graphic	Replace with graphic agreed at Full Council July 2022