



**To: All Members of the Standards and Constitution Committee**

Dear Councillor,

**STANDARDS AND CONSTITUTION COMMITTEE - WEDNESDAY, 25TH JANUARY, 2023 , Council Chamber - Epsom Town Hall**

Please find attached the following document(s) for the meeting of the Standards and Constitution Committee to be held on Wednesday, 25th January, 2023.

4. **COUNCIL CONSTITUTION – ADDITIONAL INFORMATION** (Pages 3 - 6)

The attached document provides additional recommendations and amendments to Item 4 of the agenda – Council Constitution.

For further information, please contact Democratic Services, [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

Yours sincerely

A handwritten signature in black ink, appearing to read "Sing".

Interim Chief Executive

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## Constitution Update Addendum – Further Amendments

### Additional recommendations at Standards & Constitution Committee

- Recommendation 7 – it is recommended that the Petition Scheme to be reviewed as part of the Standards and Constitution future work programme and a separate report with proposals is produced for a future Standards and Constitution meeting.
- Recommendation 8 – it is recommended that reference to the Human Resources panel is removed from the Terms of Reference in Appendix 3 and work is carried out to establish whether the panel is required
- Recommendation 9 – it is recommended that “development of the local economy and regeneration” is removed from the terms of reference for Strategy and Resources committee in Appendix 3 and reviewed as a separate piece of work, in discussion with Committee Policy Chairs, with a recommendation to follow for which committee should have this responsibility.

### Minor changes which need to be made to the documents which have been picked up post publication

- Indexed based on Councillor Consultation documents circulated in December:
- Core document
  - Para 2.7, line 6: addition of reference to “Handbook for Mayors; line 9: addition of “the Mayor’s Office”.
  - Para 4.5: further clarification on role of policy committees re: service provision.
  - Para 5.2: further clarification on meaning of ‘proportionality’.
  - Para 7.1, line 1: addition of “Full Council”. Line 4/5: capitalisation of “Full Council”.
- Appendix 3
  - Check reference to “London Borough of Sutton” is correct in Joint Arrangements.
  - C&W committee: include “(inc. the museum)” in after “Bourne Hall”.
  - S&R Committee: f, confirm terminology “real property”.
- Annex 2.5:

- General: possibility for S&C committee to consider the 'enforceability' of protocols based on custom, practice, and offered as guidance. Consider strengthening language. Note: authority instilled via Full Council approval of the documents and relevant codes of conduct.
- Para 3.3: revisit/amend who cllrs should approach for strategic/policy issues (which we could define in the glossary), currently says CEX, but potentially more appropriate for this to be Directors with updated management structure.
- Para 3.5: ensure this aligns with Para 3.3, could be clarified regardless of outcome of the point above.
- Para 3.6, line 3: add clarification on "council's processes", inc. when in "consultation with nominated councillors".
- Para 4.2, final line: addition to end of sentence "or from one councillor to another".
- Para 9.1: remove, unnecessary.
- Annex 3.4
  - Para 6.3, ii: consider whether reference to anonymous allegations/complaints should be included.
- Annex 4.1
  - Para 2.5.1, line 1: add "Full Council, AND they".
  - Para 7.1: confirm why only S&R.
- Annex 4.5
  - Para 1.5: consider clarifying "3 minutes", is it timed?
- Annex 4.6
  - Para 2.1, ii, line 4: amend wording to "agenda item on which they wish to speak".
  - Para 2.2.2: consider adding the sentence "The Chair will determine the point in Committee debate when the councillor may speak."
- Annex 4.8
  - Para 2.1, ii: ..."any strategic policy or resource issues that are requested as studies by the Audit and Scrutiny Committee, will be identified. These studies include those identified by each policy committee, and which relate to policy issues on which the committee would like to make recommendations to Full Council ...".
  - Para 4.1, line 5: add "except FOR changes:"

- Para 4.1, iii: add “,” after “policy framework”.
- Para 4.2, ii: missing full stop.
- Annex 4.11
  - Para 3.9, final line: missing full stop.
  - Heading 8: consider adding “Pre-meeting” before “Call-in”.
  - Para 8,8: consider whether a reference should be made to the ability to vote, by the person who has called-in an item. Reference could be made to 5.5.
  - Para 15.1, line 4: add “site visit THAT anything”.
  - Para 15.3, line 3: add “determination stage AND if they”.
  - Para 15.7, line 2: replace with “observer may conclude amounts to a real danger of bias on an agenda item or particular application, must not attend any related site visit.
- Annex 4.12
  - Para 1, line 2: addition of “sub-committees, working groups”.
  - Para 2, line 1-3: amend wording to “role of a Chair and Vice Chair is to facilitate the smooth running of meetings, to progress through agreed agendas and to reach decisions where required.”
  - Para 11: further clarification added re: callover (e.g. deadlines for papers, check recommendations are clear, and ‘to note’ papers by exception); and split the para at the end of “finalise the agenda.”
  - Para 20: additional note at the end re: Chair’s decision to cancel / postpone the meeting.
- Annex 6.1
  - Para 5.3, line 1: add “something FOR which”, and delete second “for”.

- Indexed according to published committee papers (copy saved to CWG files 24/01/23):

Page	Para	Note
12	3.2	Delete “to carry out”. The additional words are superfluous.
13	4.1	Change to..... “with which officers must comply”
40	2.3	Line break missing
41	iv.	Line break missing
42	iv.	Reference to Head of People and Organisational Development enshrines a particular title into the Constitution. Add “or equivalent officer” in case of restructure?
42	3.1	Grammar. You cannot “complete an issue”. Change to “satisfied that the following issues have been considered <b>and actions taken</b> where appropriate.
44	5.2	Reference to “Proper Officer”. Does a definition of this term need to be included in the relevant definitions section of documents?
105	15.4	Line break missing
110	iii	Line break missing
120	8.3.1	Does “annual statement” automatically mean “at the end of the Municipal Year” or does that need to be added?
122	iv	Line break missing
125	3.4	Should “raised” be “received”?
130	7.5	Word Missing. “.....to avoid any confidential <b>material</b> or information sensitive to the council....”
153	1.2	The paragraph requires redrafting. Full stop after “protocols” in the third line. New sentence starts with “Any member.....meetings of all <b>other</b> committees.....”.
153	2.1 ii.	Word missing and redraft from line 4. “....that they wish to speak at <b>the</b> meeting and identify the agenda item <b>on which they wish to speak.</b> ”
153	2.1 ii.	There are two references to “before the meeting” that mean different things. Change the last sentence to “.....contents of the Report <b>on the agenda</b> ”.
154	6.1 iii	Re-order the sentence to start with “If the Chief Executive thinks fit, ....”.
210	15	Rephrase the sentence “.....exclude a member who exhibits persistently bad behaviour and, at all times, if the Chair stands all other persons must be silent”.