



**Telford & Wrekin**  
**C O U N C I L**

Addenbrooke House Ironmasters Way Telford TF3 4NT

## **COUNCIL CONSTITUTION COMMITTEE**

Date **Thursday, 17 February 2022**

Time **6.00 pm**

Venue **The Telford Room, Addenbrooke House, Ironmasters Way, Telford TF3 4NT**

### **Enquiries Regarding this Agenda**

Democratic Services	Jayne Clarke / Rhys Attwell	01952 383205 / 01952 382195
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Lead Officer	Anthea Lowe, Associate Director: Policy & Governance	01952 383200

**Committee Membership:** Councillors V A Fletcher, I T W Fletcher, V J Holt, H Rhodes, C F Smith (Vice-Chair), M J Smith (Chair) and W L Tomlinson

## **AGENDA**

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes of the Previous Meeting** 3 - 6  
To confirm the minutes of the previous meeting.
4. **Revised Constitution** To Follow

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## **COUNCIL CONSTITUTION COMMITTEE**

**Minutes of a meeting of the Council Constitution Committee held on Tuesday, 18 January 2022 at 6.00 pm in Telford Room, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT**

**Present:** Councillors V J Holt, C F Smith (Vice-Chair) and W L Tomlinson

**In Attendance:** R Phillips (Service Delivery Manager, Legal & Democracy), R Attwell (Democracy Officer) and J Clarke (Senior Democracy Officer)

**Apologies:** Councillor V A Fletcher, I T W Fletcher, H Rhodes and M J Smith

### **CCC5      Declarations of Interest**

None.

### **CCC6      Minutes of the Previous Meeting**

**RESOLVED** – that the minutes held on 17 February 2021 be confirmed and signed by the Chair.

### **CCC7      Administrative Changes to current Constitution**

The Service Delivery Manager: Legal and Democracy gave a verbal presentation on the Constitution which had recently been updated and uploaded to the website. The Monitoring Officer had delegated powers to make administrative or legislative changes to the Constitution and it had been necessary to update a number of job roles due to new officer employment and changes to the Code of Conduct. The changes did not affect the look and feel of the Constitution and they were considered to be minor amendments.

During the debate some Members requested that an indication of changes were recorded. It was also asked if changes to Statutory Instruments (SIs) and changes to legislation could be added to the Constitution. Other Members encouraged regular reviews, suggesting a quarterly update on any amendments. .

The Service Delivery Manager, informed the Committee that the Constitution was a working document and was updated as and when required and the current version was available to the public. Democratic Services held copies of the previous versions of the Constitution in their records. Administrative changes were made under delegated powers and a wider review would take place and amendments would be highlighted in a different colour. There would be an internal audit trail of any changes made. With regard to SIs and legislative changes, amendments to Officer Employment rules, internal policymaking decisions, and changes to the code of conduct had been adopted by Full Council in July 2021. Future changes would take place on a rolling basis and reported regularly back to Committee.

**RESOLVED – that the report be noted.**

**CCC8      Constitution Review**

The Service Delivery Manager: Legal and Democracy presented the report on the Review of the Constitution. This was not an indepth review but would involve four key areas; the structure of the constitution, outstanding legal matters, its accessibility and updating the policies and procedures. It was intended to review the wording of the document, break the document into sections and introduce branding to improve its look. A review of legislation was also required due to the UK leaving the European Union. Following the review the Constitution would be more dynamic and would be split into three logical sections enabling easier use and better transparency. It was suggested that the Constitution be reviewed annually on a rolling basis. A further meeting would be held in February 2022 with a recommendation that this be approved by Full Council in readiness for the new municipal year.

During the debate members discussed whether the review could be achieved in readiness for Full Council in March 2022. Other Members felt as it was only a “tidying up” exercise that this was achievable. A working group could take place over teams in order to discuss the changes and that the amendments needed to be highlighted in a different colour. It was felt that the Constitution needed to remain as a whole document and be easily accessible. Some Members asked if a paper copy would be available at all times. Other Members felt that they were happy with an electronic version as paperless champion.

The Service Delivery Manager felt confident that the deadline could be achieved. He confirmed that the Constitution would be broken down into separate parts, but that there would a link to the complete document within the sections. The document would be bookmarked all the way through and contain an index in order to make it more navigable. A paper copy could be kept if required but a copy of the Constitution would be available electronically with colour coded amendments.

Upon being put to the vote it was:

**RESOLVED – that**

- a) the review of the Council's constitution as set out in the report be noted; and**
- b) the revised draft Constitution would be brought back before the Committee for approval and for recommendation to Full Council in March 2022.**

The meeting ended at 6.28 pm

**Chairman:** .....

**Date:** Thursday, 17 February 2022

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