

## Constitution and timetable of meetings 2023/2024

### 1. Aim

- 1.1 To ensure that the Council's Constitution is accurate, decision making by officers is clear, transparent and lawful and an agreed timetable of meetings for the 2023/24 municipal year is made available.

### 2. Summary

- 2.1 In accordance with the Council's duty and requirements of Article 13 of the Constitution, a review of the Constitution is undertaken annually to ensure appropriateness for the forthcoming municipal year.
- 2.2 At its meeting held on 4<sup>th</sup> April, 2023 the Standards Committee considered and recommended to Council that the Parental Leave Policy for Members be adopted (**Appendix 1**).
- 2.3 To ensure that Planning Guidance is robust and reflects national guidance, a revised version has been drafted (**appendix 2**).
- 2.4 The proposed timetable of meetings for the municipal year 2023/2024 is submitted to Annual Council to comply with the Council's Rules of Procedure and provides the pattern for the organisation and transaction of business at member level (**Appendix 3**).
- 2.5 It is proposed to create Cabinet Support Assistant role to support relevant Portfolios, as determined by the Leader, with immediate effect. A job description is enclosed (**Appendix 4**). Following the creation of this role, subsequent amendments to the Constitution will be required and an Independent Review Panel (IRP) will be convened to consider an appropriate allowance. This will form part of a further report to Council.

### 3. Recommendation

That:-

1. The Parental Leave Policy for members be approved;
2. The updated Planning Guidance Protocol be approved;
3. The Timetable of meetings for the 2023/24 municipal year be approved;
4. The role of Cabinet Support Assistants be established, job descriptions approved and Part 9 of the Constitution updated; and
5. That an Independent Remuneration Panel be convened to consider the payment of a Special Responsibility Allowance to Cabinet Support Assistants and reported to a future meeting of Council.

#### **4. Report detail – know**

4.1 To assist members, proposed amendments have been attached as follows:-

- **Appendix 1** sets out the report to Standards Committee on 4<sup>th</sup> April, 2023 together with the Parental Leave Policy.
- **Appendix 2** is the revised Planning Guidance Protocol
- **Appendix 3** is a proposed timetable of meetings for the 2023/2024 Municipal Year.
- **Appendix 4** is a proposed job description for Cabinet Support Assistants

#### **5. Financial information**

5.1 The Cabinet Support Assistant role will be subject to consideration of the Independent Remuneration Panel (IRP) as it due the expectations of the role a special responsibility allowance (SRA) may be allocated.

#### **6. Reducing Inequalities**

6.1 It is imperative that the Councils decision making structures and processes are lawful, clear and transparent. This ensures that powers are used responsibly and reasonably to give confidence to the entire borough that decision making is fair and beyond reproach.

#### **7. Decide**

7.1 Members could decide not to approve the parental leave policy but having a Policy ensures that the process is clear, open and transparent.

#### **8. Respond**

8.1 If approved, the proposed amendments will be incorporated into the Constitution and published on the Councils Committee Management Information Website available to members and officers and the public.

8.2 An IRP will be called to consider what, if any, SRA would be payable to Cabinet Support Assistants.

#### **9. Review**

9.1 There will be an ongoing requirement to keep the Constitution up to date and officer delegations under review to ensure that the Council acts within the law.

9.2 The outcome and recommendations of the IRP will be reported back to a future Council meeting for consideration and approval.

## Background papers

None

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A handwritten signature in black ink, appearing to read 'Anthony A.', is centered within a rectangular box. The box has a light gray background and a thin black border.

Director of Governance  
12<sup>th</sup> May 2023