

**Joint Report of the Presiding Member, Monitoring Officer and
Head of Democratic Services**

Council – 31 March 2015

**AMENDMENTS TO THE COUNCIL CONSTITUTION &
COUNCIL DIARY 2015-2016**

Purpose:	To make amendments in order to simplify, improve and / or add to the Council Constitution and to outline the draft Council Diary 2015-2016.
Policy Framework:	None.
Reason for Decision:	A decision of Council is required to change the Council Constitution.
Consultation:	Finance, Legal
Recommendation(s):	It is recommended that: 1) The changes to the Council Constitution as outlined in Paragraph 3 together with any further consequential changes be adopted; 2) The Council Diary 2015-2016 be noted and be resubmitted to the Annual Meeting of Council on 19 May 2015 for formal adoption.
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1. Introduction

1.1 In compliance with the Local Government Act 2000, the City and County of Swansea has adopted a Council Constitution. A number of issues have arisen since adoption and in order to maintain the aims, principles and procedures set out in Articles 1 and 15 of the Council Constitution, it is proposed that the amendments set out below should be made to the Constitution.

2. Delegated Minor Corrections to the Council Constitution

2.1 There are no delegated minor corrections to the Council Constitution.

3. Amendments to the Council Constitution

3.1 This report outlines a number of suggested amendments to the Council Constitution. The amendments are within the following area of the Council Constitution:

- a) Part 4 - Council Procedure Rules;
- b) Part 4 - Access to Information Procedure Rules;
- c) Part 4 - Cabinet Procedure Rules.

3.2 Access to Council Summons and Cabinet Agendas - 5 Clear Working Days

3.2.1 Council at its meeting on 15 April 2014, resolved to amend the Council Constitution in order to allow a period of 7 clear working days to be given between the publication of its Council Summons and Cabinet agendas and the date of the meeting. This decision took effect during the 2014-2015 Municipal Year.

3.2.2 Council at its meeting on 9 September 2014 amended this requirement so as to allow that the 7 clear working day rule be waived in exceptional circumstances provided written agreement (Via e-mail) is received from the Presiding Member, Monitoring Officer and / or Head of Democratic Services

3.2.3 The review of the 7 clear working day rule has continued and a number of issues have arisen because of the rule. The main recurring issue being that reports are having to be finalised so far ahead of the meeting, that Officers and Cabinet Members are having to sign them off in the full knowledge that a multitude of issues may arise prior to the meeting and that the report would need to be verbally updated at Council and Cabinet. Clearly, this could be perceived as not good governance as may not allow due careful consideration of the items which require a decision.

3.2.4 In light of this, it is suggested that the 7 clear working day rule be reduced. The legislative minimum is 3 clear working days. The Authority remains mindful that 3 clear working days is not always sufficient and it is therefore proposed that a 5 clear working day rule be established for the Council Summons and for Cabinet Agendas.

3.2.5 This proposal will require changes to be made to the Council Procedure Rules, Access to Information Procedure Rules and to the Cabinet Procedure Rules. The proposal will also require consequential amendments to areas such as the submission date for Notices of Motion, Councillor Questions and Public Presentations and Question Time.

4. Council Diary 2015-2016

- 4.1 The draft Council Diary 2015-2016 is attached as **Appendix A**. The Head of Democratic Services has attempted to make the sequence of meetings more user and public friendly for this period by attempting to put a pattern of meetings in place.
- 4.2 With the occasional exception due to Bank Holidays and Christmas, meetings will now fall on a regular pattern of cycles. An example of some of the meeting patterns are outlined below:

Council Body	Frequency
Corporate Parenting Forum	1 st Monday every 2 nd Month
Communities CAC	1 st Tuesday each Month
Business & Administration CAC	1 st Wednesday each Month
Standards Committee	1 st Friday every 3 rd Month
Scrutiny Programme Committee	2 nd Monday each Month
Planning Committee	2 nd Tuesday each Month
Democratic Services Committee	2 nd Tuesday every 3 rd Month
Engagement & inclusion CAC	2 nd Wednesday each Month
General Licensing	2 nd Friday each Month
Audit Committee	3 rd Tuesday every 2 nd Month
Economy & Investment CAC	3 rd Wednesday each Month
Cabinet	3rd Thursday each Month
West Glamorgan Archives Committee	3 rd Friday every 3 rd Month
Services CAC	4 th Monday each Month
Council	4th Thursday each Month

5. Equality and Engagement Implications

- 5.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

6. Financial Implications

- 6.1 There are no specific financial implications associated with this report.

7. Legal Implications

- 7.1 There are no specific legal implications associated with this report. The amended version of the Council Constitution will be available at www.swansea.gov.uk/constitution

Background Papers: None.

Appendices: Appendix A - Council Diary 2015-2016.