

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.**

**PRESENT:**

Councillor J. Stockwood - Chairman  
 " R. Bird  
 " G. Davidson  
 " A. Harvey  
 " K. Hayes-Heath  
 " Mrs. E. Hutchison  
 " Mrs. T. Kerry  
 " Mrs. A. Langford  
 " Mrs. S. Orr  
 " F. Purdue-Horan  
 " A. Shelton  
 "

In attendance: Borough Councillor Mrs. S. Hull  
 2 Staff  
 2 Members of the public  
 1 Press

Prior to the commencement of the formal meeting, prayers, led by the Reverend Tony Jones, were said.

**1.00 MAYOR'S ANNOUNCEMENTS**

Councillor Stockwood announced that he had attended the Bingham Town Council's Civic Service which was held on the 30th October, 2016, at Bingham Methodist Centre.

**2.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:**

Apologies for Absence were received from Councillor Mrs. K. Vallance.

**3.00 DECLARATIONS OF INTEREST:**

There were no Declarations of Interest received

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016, at 7.00 p.m.**  
continued.....

#### **4.00 MINUTES:**

The Minutes of the Full Council Meeting held on the 6th September, 2016, Folios 8311/8421, and Special Full Council Meetings held on the 28th September, 2016, Folio 8436, adjourned meeting of the 12th October, 2016, and 25th October, 2016, Folio 8471, having been circulated prior to the meeting, were taken as read, approved and signed by the Town Mayor as a true record.

#### **5.00 MATTERS ARISING:**

A query was raised regarding any progress on additional facilities following closure of Langar tip. County Councillor Purdue-Horan confirmed a meeting had been requested with Nottinghamshire County Council's Chairman of the relevant Committee dealing with this issue.

#### **6.00 COMMITTEE MINUTES:**

All Committee Minutes were presented and it was

**RESOLVED** to approve the following recommendations:-

(a) Planning Committee – 13th September, 2016, Folio 8422

Councillor Hayes-Heath presented his report and it was

**RESOLVED** that the Minutes of the meeting of this Committee be accepted.

(b) Community Committee – 13th September, 2016, Folio 8425

Councillor Mrs. A. Langford presented her report and it was

**RESOLVED** that the Minutes of the meeting of this Committee be accepted.

It was also

**RESOLVED** to support, in principle, a new war memorial, subject to community fundraising and the Borough Council granting permission for it to go on the Market Place.

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.**  
continued.....

**6.00 COMMITTEE MINUTES continued.....**

(c) Recreational & Cemetery Committee, 27th September, 2016, Folio 8430

Councillor Mrs. T. Kerry presented her report and it was

**RESOLVED** that the Minutes of the meeting of this Committee be accepted.

It was noted that the unveiling of the Presentation Board on the Linear Walk is to take place on the 4th November, 2016.

(d) Planning Committee, 11th October, 2016, Folio 8439

Councillor Hayes-Heath presented his report and it was

**RESOLVED** that the Minutes of the meeting of this Committee be accepted.

(e) Environment Committee, 16th August, 2016, Folio 8444

Councillor Mrs. Mrs. Hutchison presented her report and it was

**RESOLVED** that the Minutes of the meeting of this Committee be accepted.

It was also

**RESOLVED** to continue with the pilot project of cutting Nottinghamshire County Council's grassed areas for a third year.

(f) Policy & Resources Committee, 18th October, 2016, Folio 8452

Councillor A. Harvey presented his report and it was

**RESOLVED**

01 Folio 8452 - Budget Report 'A'

To approve Budget Report up to 30th September, 2016.

02 To approve Accounts for Payment

03 To approve Accounts Paid

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.**  
continued.....

**6.00 COMMITTEE MINUTES continued.....**

(f) Policy & Resources Committee, 18th October, 2016, Folio 8452  
continued.....

04 To approve Bankline Payments presented

05 Folio 8453/8.00 – Annual Return from External Auditors

To approve as per recommendation.

06 Folio 8453/9.00 – Annual Review of Risk Register, including Updates from Last Year

To approve as per recommendation.

07 Folio 8454/10.00 – Review of Bookings Policy

To approve as per recommendation.

08 Folio 8454/11.00 – Vacant Office Space at The Old Court House

To approve as per recommendation

09 Folio 8454/12.00 – Neighbourhood Plan Working Group

To approve as per recommendation.

10. Folio 8454/13.00 – Grant Aid Request

To approve as per recommendation.

11. Folio 8454/16.00 – Appointment of Internal Auditor

To approve as per recommendation.

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.**  
continued.....

**6.00 COMMITTEE MINUTES continued.....**

(f) Policy & Resources Committee, 18th October, 2016, Folio 8452  
continued.....

12. Folio 8455/17.00 – Recording Policy

To approve as per recommendation.

13. Folio 8455/21.00 – Christmas and New Year Office Closures

To approve as per recommendation.

It was

**RESOLVED** that the Minutes of this Committee be accepted.

It was

**UNANIMOUSLY RESOLVED** that the Reports and Recommendations of all the Committees and Working Groups referred to, including Private & Confidential matters, be approved.

**7.00 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS:**

01 Borough Councillor Mrs. S. Hull

Borough Councillor Mrs. Hull had nothing to report, other than that there had been a meeting of the Growth Board on the 30th October, 2016.

02 Borough Councillor G. Davidson

Borough Councillor Davidson confirmed there had been no meetings recently and the one due to be held in December will be the last one on the current Rushcliffe Borough Council site as the move to the new Rushcliffe Arena is scheduled for the 16th December, 2016. Councillor Davidson said he had mainly attended Civic Services, along with a Wildlife Trust event and assisting in opening of the Goose Fair in Nottingham. The next main events will be the Remembrance Day Services.

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.**  
continued.....

**7.00 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS continued.....**

03 Borough Councillor J. Stockwood

Councillor Stockwood confirmed that the Borough Council was investing in refurbishing the toilets in Eaton Place and that this facility would be closed during November, hopefully reopening in time for the Christmas Fair.

Regarding glass recycling, the recycling site at Moorbridge Industrial Estate was due to be removed with larger capacity sites and improved acoustics installed at Newgate Street car park and additional ones at Lidl.

04 County Councillor F. Purdue-Horan

County Councillor Purdue-Horan confirmed the following:-

- Queries raised by the Environment Committee had been raised with Officers and responses are awaited.
- County Councillors had been requested to prioritise roads which require remedial works regarding pot holes.
- Due to a new school opening in Newark, the pressure on Toothill School regarding places should be alleviated.
- Rushcliffe Borough Council was busy negotiating the land between the bridleway and butting up to the hammerhead near Butt Field.

**8.00 ANY OTHER REPORTS:**

01 Councillor A. Harvey

Councillor Harvey gave a brief report on the Growth Board meeting held on the 31st October, 2016. The following points were discussed:-

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.** continued.....

## **8.00 ANY OTHER REPORTS continued**

### 01 Councillor A. Harvey continued.....

- Radcliffe-on-Trent masterplan
- Retail Study Shop Front Improvement Grants and Retail Workshops outcomes, etc.
- Bingham Market Place
- East Midlands Trains, including the Poacher Line Business Case
- Leisure Strategy Consultation update
- Growth funding bids and current status
- Update on hammerhead land in Bingham
- Parking update
- Growth Board achievements in its first year.

### 02 Councillor R. Bird

Councillor Bird gave a brief update on the meeting of the Priority Setting Group, the main points of which were:-

- Motorcycles and cyclists cycling in too large groups
- Youth behaviour in Bingham
- Carnarvon School parking
- Is there interest in a Heart Start Course in Bingham?

### 01 Council Tax Referendum Proposals

It was agreed that Councillor Harvey should write to the Chairman of N.A.L.C., Ken Browse.

**3 ABSTENTIONS  
ALL OTHERS IN FAVOUR**

Continued...../

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.** continued.....

**9.00 REFERRALS FROM POLICY & RESOURCES COMMITTEE:**

02 M.P. Boundary Proposals

It was agreed that individual members should express their views and respond individually.

**10.00 COUNCIL STRUCTURE AND CONSTITUTION REPORT, INCLUDING MINUTES OF CONSTITUTION WORKING GROUP MEETING:**

Refer to report attached Report 'A'.

It was

**RESOLVED** to approve the attached report recommendations, subject to the following amendments:-

- Planning Committee to remain the same, subject to the current vacancy being filled.
- Personnel Committee to be a total of seven members, including the Mayor, Deputy Mayor and Town Clerk Line Manager.
- Resources Committee to be a total of seven members, including the Mayor and Deputy Mayor.
- Item 2.6 to read '*Appendix C*'.
- Item 4.1 to read '*Appendix B*'.
- Item 2.18 refers to paragraph 10.2 (a – e).
- 'c' to read '*Public Question Session to be maximum of twenty minutes at the beginning*'.
- Item 2.19 refers to paragraph 10.2 (f – h).
- 'f' to read '*ad hoc as and when appropriate*'.
- Council to approve initial changes to Standing Orders as per report Appendix 'A'.

**2 MEMBERS AGAINST  
1 ABSTENTION  
ALL OTHERS IN FAVOUR**

Continued...../



Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.** continued.....

#### **11.00 CORRESPONDENCE:**

##### 01 Member of the Public

A letter had been received regarding mobility access over grassed areas at Butt Field to the football pitch at furthest point.

##### 02 Rushcliffe Borough Council

An e-mail had been received regarding recycling facility alterations as mentioned above by the Mayor, Councillor Stockwood.

#### **12.00 OBSERVATIONS FROM MEMBERS OF THE PUBLIC:**

Queries were raised regarding:-

- Signing of lease for Warner's Paddock (Bingham Town Council awaiting Crown Estate to return signed copy) and Bingham Heritage Trails' Association's request to do heritage projects on site.
- Election areas criteria should reflect same number of people in each area.
- Youth behaviour in Bingham and use of off road quad bikes.
- Supported changes in Council Structure with a view to speeding up the decision-making process.

Continued.....

Minutes of a Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 1st November, 2016**, at **7.00 p.m.** continued.....

**13.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED**  
continued.....

The following matters were discussed:-

- 01 STAFFING MATTERS**
- 02 PRIVATE & CONFIDENTIAL BUSINESS NOTES 99. 99A, 100 AND 101.**

As there was no further business to discuss, the meeting closed at 9.05 p.m.

.....  
CHAIRMAN.

Date: .....

**REPORT TO COUNCIL MEETING – 1 NOVEMBER 2016**

**COUNCIL STRUCTURE AND CONSTITUTION**

**1 Purpose of Report**

- 1.1 To consider the initial considerations and recommendations arising from the meeting of the Constitution Working Group, particularly with reference to redetermining the Council's committee structure.

**2 Recommendations**

**2.1 It is RECOMMENDED:**

- 1. That members resolve to abolish the existing Committee structure with effect from the end of this Council meeting;**
- 2. That the Council approve the revised committee structure as detailed at Appendix B and outlined within this report;**
- 3. That the Council commence the revised structure with effect from the end of this meeting with meetings of the Council being held on a monthly basis on the second Tuesday of each month commencing at 7.00pm. *(If agreed then the next Council meeting will be held on 13 December 2016);***
- 4. That the Council determine the Membership of the proposed Resources Committee and Personnel Committee as follows;**

<b>Resources Committee</b>	<b>Mayor, Deputy Mayor, and either 3 or 5 members</b>
<b>Personnel Committee</b>	<b>Mayor, Deputy Mayor, Chair of Resources Committee and either 3 or 5 members</b>

- 5. That the membership of the Planning Committee remains as current, recognizing that we have two vacancies to be filled on this Committee; *(Council is reminded that two new councillors will be elected toward the end of the month and places within the committees should be allocated accordingly. RECOMMENDED that one place on Planning Committee and one place on one of the new committees is reserved for the incoming councillors).***

- 6. That the Council take the actions regarding existing Working Groups in line with paragraph 7 and Appendix D below;**

**7. That the reporting lines for members on outside bodies be direct to Council in line with other member reports;**

**8. That the Council approve the changes recommended at Paragraph 10.2 (a – e inclusive);**

**9. That the Council consider the optional changes recommended at paragraph 10.2 (f - h);**

**10. That the Town Clerk determine a revised Calendar of Meetings in accordance with the needs and requirements of the new structure in consultation with the Mayor, Deputy Mayor and Chair of the Planning Committee and report to the next meeting of Council;**

**11. That the existing Council Standing Committee Chairs and the Town Clerk consider which items should initially be the subject of programmed operational reports from the Town Clerk; and**

**12. That the revised structure be kept under review by the Constitution Working Group with member's views and comments being fed into the work of that Group.**

### **3. Background**

3.1 The Constitution Working Group met on 27 September and broadly considered the work that was required to ensure a responsive committee structure and consider elements of the Constitution that may require revision, deletion or that may need to be included.

3.2 In considering issues relating to the current committee structure members considered that the current structure:

- Lacked delegation
- Allowed too much crossover between committees
- Lacked full member involvement in strategic consideration of key matters
- Aided prevarication of issues
- Led to a concentration on minor operational issues
- Failed to invigorate public interest or debate
- Did not provide member confidence in the current democratic structure to deliver the changes needed for the Town

3.3 In respect of requirements of any future proposals members considered that:

- The structure should be as flat as was feasible
- Monthly meetings of Full Council should be a key part of any new structure
- Consideration should be given to the public session being held at the start of Council meetings

- Working Group Leads should report directly into Full Council
- The agenda should be focused on strategic matters as far as was possible
- Opportunities for programmed reporting on operational matters by the Town Clerk
- An action portfolio from the Town Clerk to aid reporting and ensure decisions are enacted should be introduced
- Meetings layout required examination
- Possibility of programmed out of town centre meetings

#### **4 Decisions Required**

4.1 In order to progress the proposed structural changes detailed at Appendix C a series of decisions are required, including:

1. Minor amendments to Standing Orders;
2. Acceptance of the revised Council Structure, together with the abolition of the existing structure;
3. The Meetings Calendar being amended to take account of the introduction of monthly Council meetings and regular meetings of the Planning Committee, Resources Committee and Personnel Committee meetings;
4. Changed reporting lines for existing Working Groups;
5. Appointment of Planning, Resources and Personnel Committee and members;
6. Defining those areas to be the subject of operational reports by the Town Clerk;
7. Provision of a live action monitoring regime; and
8. Establishing a monitoring regime to enable feedback and changes to the structure between its implementation and the AGM in May 2017.

#### **5 Amendments to Current Standing Orders**

5.1 This section only concentrates on such amendments to Standing Orders as are necessary to safeguard the implementation of the revised structure. Accordingly, it is recommended that the suggested changes detailed at **Appendix A** be approved with immediate effect.

#### **6 Appointment of Standing Committees – Chairs and Membership**

6.1 Within the revised structure there are three standing committees:

- Planning Committee
- Personnel Committee
- Resources Committee

Membership of these committees needs to be determined.

## 6.2 Planning Committee

The membership of the Planning Committee currently has 8 members (including two vacancies) and it is recommended that these are filled. Meetings to be every 3-5 weeks as currently the case. Substitutes to be allowed as now.

## 6.3 Resources Committee

It is recommended that Resources Committee has a membership of 7 (or 5) members including the Mayor and Deputy Mayor. Meetings should be on a regular date at least once every two months or as required.

## 6.4 Personnel Committee

There is a close relationship between the work of the Resources Committee and that of the Personnel Committee, and whilst this is designated this as a separate Committee, it could equally be a sub committee of Resources Committee. Meetings should be held every two months (or as required). It is recommend that the membership be 7 (or 5) to include Mayor, Deputy Mayor and Chair of Resources Committee.

## **7 Appointment of Working Groups – Membership and Reporting Lines**

7.1 The abolition of some of the Council Committees does mean that we need to look at the memberships and reporting lines of all of our Working Groups. For the purposes of continuity, I am recommending that whilst reporting lines may alter, current agreed memberships be maintained in order to ensure continuity. Where a position has been obtained by virtue of being either the Chair or Vice Chair of a proposed abolished Committee, I am recommending that the councillors concerned continue membership until the AGM when all such memberships will be up for review.

7.2 At Appendix C I list the current working groups, memberships and current and proposed reporting lines are listed

## **8 Outside Body Representation**

8.1 We have a number of representatives on outside bodies and I would suggest these stay as they are until the AGM with representatives reporting direct to Council.

## **9 Operational Reports**

9.1 There are areas which are currently reported to Committees but may better be served by regular operational reports from the Town Clerk, these could include Cemeteries, grass cutting, flower planting, allotments, churchyard maintenance, civics etc. It is recommended that current chairs work with the Town Clerk to consider what items would be best be served by this style of reporting and define a program for reporting. As an option it may be that the Council feels that a member could have reporting responsibility for each operational area which may serve to aid internal and external communication.

## **10 Council Meetings**

- 10.1 A crucial part of the proposed structure revisions is around holding of more frequent Council meetings and the suggestion is that these be held on a monthly basis. For practical reasons it is suggested that Council meetings continue to be held at 7.00pm on Tuesdays, with monthly meetings being programmed for the second Tuesday of every month. Similarly, it is recommended that the Standing Committees also continue to meet on Tuesday evenings. Working Groups can meet as and when required, but members should have consideration to placing some meetings in the evenings to maximize attendance by working members the number of which has largely increased since the current Council took office in 2015.
- 10.2 The structure of the Council agenda will not significantly change. However, the following adjustments are recommended for consideration:
- a) The Council will receive reports from each Working Group and the Chairs of the three committees, much as happens now. From the next AGM the Chairs of all Working Groups and Committees will be appointed directly by Council and those appointed will act as the lead members for their particular area;
  - b) In order to save time, the Mayors Civics report could form a written item on the agenda;
  - c) Question sessions for members of the public could form a 20 or 15-minute slot before the commencement of the meeting (or at the start of the meeting) after appointments to Mayor / Deputy Mayor, Declarations of Interest and Apologies for Absence;
  - d) In order to save time and to provide greater transparency, reports from County Councillors, Rushcliffe Councillors and members of the Town Council could be in writing and submitted for distribution with the agenda;
  - e) Operational reporting should be program managed to ensure consistent reporting at each Council meeting;
  - f) As an option every Quarterly meeting could be held in other venues around the Town to encourage participation/attendance: Methodist Hall, WI, Town Pavilion etc. Obviously this would have minor cost implications;
  - g) It is possible that a monthly meeting may not be sufficient to conduct Council business, so the Constitution Working Group needs to ensure a consistent review of any changes and encourage input from all members to ensure that the system is as efficient and effective as local government bureaucracy will allow; and
  - h) As an option, Council may want to impose a time limit on speeches (already exists for motions).

**11 Feedback**

11.1 The implementation of changes of this nature require the co-operation of all councillors and the support of staff. There will inevitably be teething issues and members should have an opportunity to share concerns or suggestions for improvement. Accordingly, it is recommended that the Constitution Working Group acts as the conduit to any feedback. The Working Group will be meeting on a regular basis over the next few months whilst it examines other areas of our Constitution that may require adjustment. It is suggested that a final report back be submitted from the Group at the March 2017 meeting.

**12 Constitution Working Group**

12.1 The Working Group has not met for a considerable time and the time is right to re-examine the Councils Constitution. Apart from moving forward with a new structure, members recognised that:

1. Changes were necessary from lessons learned during the last year of the Council. Such items include areas around staffing, grievance and disciplinary processes and staff engagement which are on-going.
2. Other necessary changes and omissions. Having looked through the documentation members considered there were areas that require amendment or addition in some areas of the Standing Orders and Financial Standing Orders.

12.2 The items at 1 and 2 above require a separate level of detailed examination. We also need to stress test our Constitution now and along the path of our considerations to ensure that any revised documentation meets our needs and can stand up to reasonable scrutiny (certainly not the case now).

12.3 The Constitution Working Group will continue to meet to examine these areas in more detail and continue to report back to Full Council.

**Alan R Harvey**

**Deputy Mayor and Chair of the Policy and Resources Committee**



## APPENDIX A

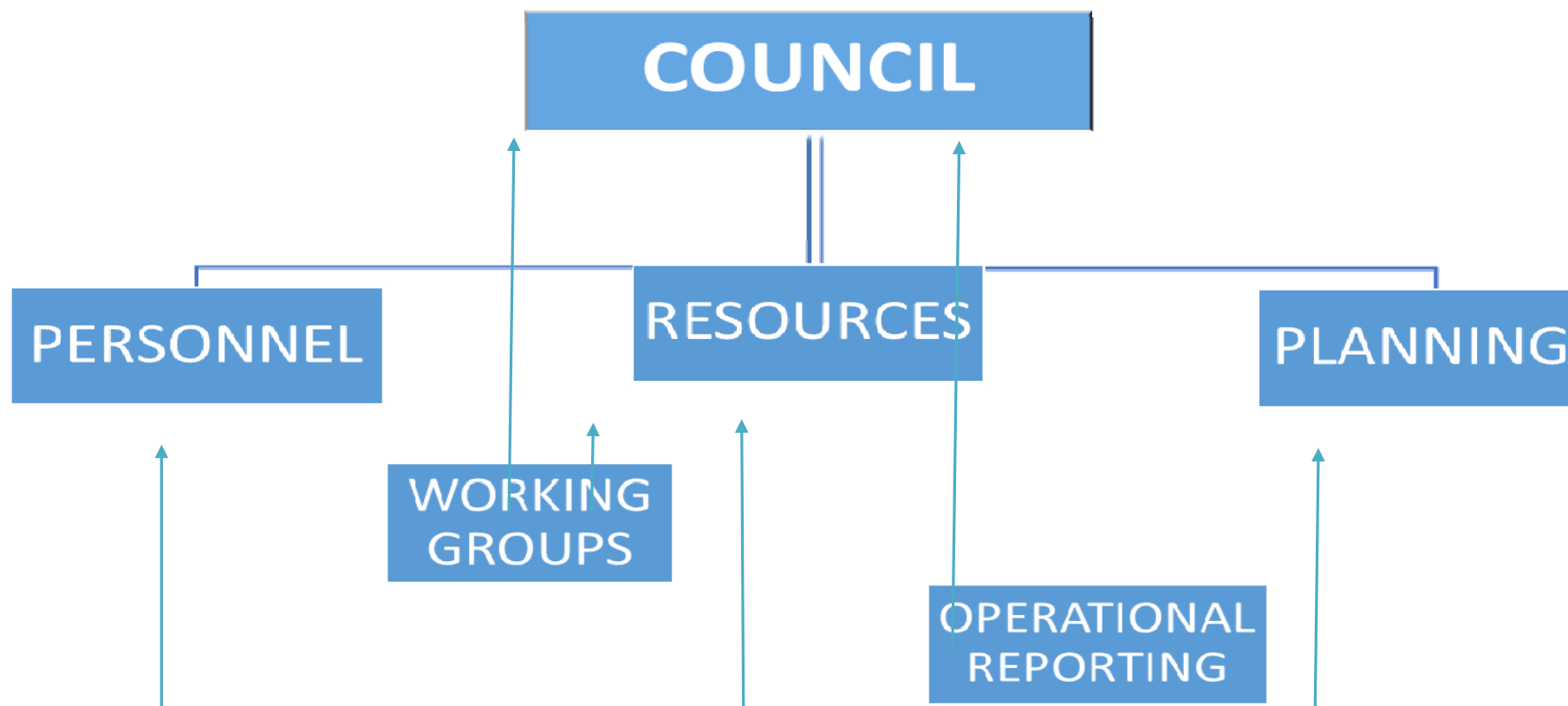
## AMENDMENTS TO STANDING ORDERS

Page	SO	Current Wording	Proposed Wording
		<b><u>STANDING ORDERS</u></b>	
6	8.3	The Councils Committees are: <ul style="list-style-type: none"> <li>➤ Community Committee</li> <li>➤ Environment Committee</li> <li>➤ Planning Committee</li> <li>➤ Policy and Resources Committee</li> <li>➤ Recreation and Cemetery Committee</li> </ul>	The Councils Committees are: <ul style="list-style-type: none"> <li>➤ Planning Committee</li> <li>➤ Resources Committee</li> <li>➤ Personnel Committee</li> </ul>
15	9.2 (h)	To receive and consider reports and minutes of committees	To receive and consider reports and minutes of committees and working groups
16	12.1 (g)	To refer a matter to a committee	To refer a matter to a committee or working group
18	14.14 9g)	That the resolution be referred to a committee	That the resolution be referred to a committee or working group
20	25.1	The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf	The Council may at its Annual Meeting appoint standing committees and working groups and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf
21	25.3	Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and a Vice-Chairman who shall hold office until the next Annual Meeting of the Council	Every committee and working group shall at its first meeting before proceeding to any other business, elect a Chairman and a Vice-Chairman who shall hold office until the next Annual Meeting of the Council

Page	SO	Current Wording	Proposed Wording
40	2 (2.1-2.3)	<b><u>Community Committee</u></b>	Delete
40	3 (3.1-3.3)	<b><u>Environment Committee</u></b>	Delete
40	4 (4.1-4.3)	<b><u>Planning Committee</u></b>	Re-number to 2 (2.1-2.3)
41	5 (5.1-5.4)	<b><u>Policy and Resources Committee</u></b>	<i>ADD:</i> <b><u>3. Resources Committee</u></b> 3.1 Deletion of bullet points 7-10 3.3 Deleted and replaced with "The Committee shall consist of the Mayor, Deputy Mayor and 5 other members of the Council. The Chairman and other members shall be appointed by Full Council"
41	6 (6.1-6.3)	Recreation and Cemetery Committee	Delete
41	ADD	-	<b><u>4. Personnel Committee</u></b> 4.1 Responsible for: <ul style="list-style-type: none"> <li>• Terms and conditions of employment for employees</li> <li>• Pay review</li> <li>• Overtime monitoring</li> <li>• Co-coordinating complaints, grievance and other work</li> <li>• Updating and issue of staff handbook</li> </ul>
41/42	7.1	At the first meeting of each committee following Annual Council Meeting any working parties reporting to a committee shall be reviewed. A positive written brief should be agreed with a target date to produce a written report of their investigations and recommendations to the relevant committee	<b><u>Working Groups</u></b> The Council or Standing Committees may appoint such Working Groups as it deems fit to examine in detail certain areas of the Council work (Standing Working Groups) or individual projects (Task and Finish Working Groups), the latter to formulate a defined programme of work. All Working Groups

Page	SO	Current Wording	Proposed Wording
		of the Council	should be reviewed by Council on an annual basis.
		<b><u>FINANCIAL STANDING OORDERS</u></b>	
44	1.2	<i>Delete:</i> Policy and Resources Committee	<i>Replace with:</i> Resources Committee
44	2.1	“	“
“	2.3	“	“
“	3.2	“	“
“	3.3	“	“
45	3.5	“	“
“	4.2	“	“
46	5.1	“	“
“	5.2	“	“
47	6.5(c)	“	“
“	8.1	“	“
“	9.4	“	“
51	17.1	“	“
		<b><u>BUDGET SUMMARY</u></b>	
54	2.3	“	“

**PROPOSED MEETING STRUCTURE**



## APPENDIX C

## WORKING GROUPS MEMBERSHIP AND REPORTING LINES

<b>Working Group</b>	<b>Standing or Task &amp; Finish</b>	<b>Current Reporting Body</b>	<b>Proposed Reporting Body</b>
Constitution	Standing	Council	Council
Fairs and Events	T&F	Community	Council
Car Parking	T&F	Environment	Council
Community Building	T&F	Policy & Resources	Resources Committee
Leisure Strategy	Standing	Recreation & Cemeteries	Council
Neighbourhood Plan	T&F	Policy & Resources	Council

**NOTES OF CONSTITUTION WORKING GROUP  
27 SEPTEMBER 2016**

Present: Councillor R Bird  
Councillor A Harvey  
Councillor K Hayes-Heath  
Councillor Mrs T Kerry  
Councillor Mrs A Langford  
Councillor A Shelton  
Councillor J Stockwood  
Councillor Mrs K Vallance

- |  |               |
|--|---------------|
| <b>1 Appointment of Chair</b>  | <b>Action</b> |
| Councillor Harvey was nominated by Councillor Kerry, seconded by Councillor Mrs Langford and duly elected as Chair.  |               |
| <b>2 Notes of Meeting</b>  | TK            |
| Due to the absence of the Town Clerk and the unavailability of other staff members, Mrs Kerry volunteered to take notes of the meeting.  |               |
| <b>3 Terms of Reference</b>  | ARH           |
| Councillor Harvey presented outline Terms of Reference for comment.  |               |
| AGREED that subject to some minor amendments the Terms of Reference be accepted (Attached as Appendix A)   |               |
| <b>4 Areas of Work</b>   |               |
| There were several reasons why changes to the Constitution were felt to be necessary, including:   |               |
| 3. Lack of confidence in the current democratic structure to deliver the changes needed for the Town. This was an area of immediate concern to members and the one where the majority of members felt that immediate movement is required.   |               |
| 4. Changes necessary from lessons learned during the last year of the Council. Such items include areas around staffing, grievance, disciplinary and staff engagement which were on-going.   |               |
| 5. Other necessary changes and omissions. Having looked through the documentation it did appear that there were some required policies that were omitted and some areas of the Standing Orders and Financial Standing Orders that may require adjustment to make them legally compliant. |               |

In debating the issues that needed to be tackled, members noted the following areas that could be considered by the Working Group :

- Revisions to the current committee structure
- Amendments to Standing Orders
- Review of existing policies, particularly those around the areas of personnel, financial and governance practice, together with the inclusion of those policies that some members felt should be included

## **5 The Committee Structure**

Members noted concerns with the current structure and considered that this area should be dealt with as an immediate priority. Members were of the view that the current committee system did seem to have some negative aspects, including:

- Aiding prevarication of issues
- Failing to enable direct decision making
- Stifling full council debate of strategic issues
- A concentration on minor operational issues
- Lacking focus and strategic direction
- Meeting in an inconsistent manner over the year
- Failing to invigorate public interest or debate

In considering initial thoughts the Group felt that areas to be examined could include:

- A flatter structure based on regular (monthly) Council (decision making) meetings
- A more strategically focussed agenda
- Committees for Resources, Personnel and Planning
- More regular Council meetings (monthly suggested)
- An improved level of communication within our processes
- A greater recognition of working groups for key strategic areas reporting directly to regular council meetings
- Regular opportunities for reporting on operational matters by the Town Clerk
- Regular question / answer sessions for members of the public
- Refocusing the culture of meetings that the Council requires
- Examining meetings layout
- Increased use of modern technology in presentation methods (longer term aim)

Accordingly, the following was suggested as a flatter, more direct committee structure based around the following suggested principles:

- ✓ Monthly Council meetings (ARH suggested second Tuesday of each month to avoid bank holiday weeks etc)
- ✓ Three Committees:
  - Resources Committee – To examine financial and staffing matters in detail. To meet every two months or every six weeks. Up to seven members appointed by Full Council.
  - Planning Committee to advise on Planning and other relevant issues. In this respect there would be no changes to the current committee. To meet every three weeks.
  - Personnel Committee – to directly focus on key HR, staff performance and Staffing policy matters and to co-ordinate appropriate HR panels.
- ✓ Standing Working Groups – those working Groups that are required for the Council to run its business e.g. Constitution WG, Events WG, Communications WG etc. These groups meet as and when required. Each WG shall have at least four standing members who shall be appointed by Full Council.
- ✓ Task and Finish Groups those groups established to meets specific objectives but that are, by their nature, time limited e.g. Car Parking WP, Leisure Strategy WG, Community Building WG, Neighbourhood Plan WG etc. These groups will normally (but not always) meet around a planned program of meetings. Each WG shall have at least 4 standing members who shall be appointed by Full Council
- ✓ Operational Reports from the Town Clerk – These will be quarterly or half yearly reports on key operational areas, such as Allotments, Cemetery, Grass Cutting and other areas as defined by Full Council. These reports should be staggered throughout the year and follow a clearly defined program of reporting.

The Council could receive reports from each Working Group and the Chairs of the three committees, much as happens now. The Chairs of all Working Groups and Committees will be appointed directly by Council at the next AGM with current hairs maintaining their positions until then.



- ❖ In order to cut down on unnecessary items, the agenda would need to be tightly constructed.
- ❖ The opportunities for member reports could form one item which can include reports from RBC, NCC, Police Liaison, and other areas. Members reporting should also be encouraged to circulate written reports prior to the meeting to both save the Councils time and encourage informed questions and debate.
- ❖ Operational reporting should be program managed to ensure a full programme at each Council meeting.
- ❖ It is suggested that some meetings could be held in other venues around the Town to encourage participation/attendance.
- ❖ One key area for consideration is Public input at the Council meeting. This is currently limited to 20 minutes at each Council meeting. Following discussion members felt that the question session for members of the public should be held at the beginning of the meeting rather than toward the end of the agenda. As an option questions could be asked to be submitted prior to the meeting. And email enquiries could be encouraged.
- ❖ It was suggested that the current Clerks Updates be replaced by a more formal action portfolio that could be used to keep a constant track of action arising from Council decisions.

Members debated when the new structure should be implemented and talked around three timescales:

1. To commence from the next AGM
2. To commence from the Council after next (January 2017)
3. To commence with effect from the end of the next Council meeting (1<sup>st</sup> November)

Following discussion the majority of members endorsed option 3 above, with approval being sought at the next Council meeting and implementation to start immediately thereafter.

In order to implement any new system successfully it would be necessary for the revised structure to be monitored and for members to have a consistent feedback process. It was considered that the Working Group was ideally placed to take on this role as it would need to continue to meet anyway to review other constitutional matters.

It was AGREED that the above be formulated into a report to be submitted to the Council meeting on 1<sup>st</sup> November.

**6 Amendments to Standing Orders**

The Group noted that there would need to be some minor changes to Standing Orders to accommodate the revised committee structure and these were outlined

In respect of other changes to be examined, the Group noted various potential changes to both Standing Orders and Financial Standing Orders. It was AGREED that members would detail areas where they thought changes or new material was necessary and bring these to the attention of the next meeting

ALL

**7 Constitution – Policies and Procedures**

The Constitution consisted of several policies and practice procedures, many of which had not been reviewed for some time. It was also noted that some key policies were omitted and needed to be drafted and implemented

It was AGREED that all policies and practices currently within the Constitution be reviewed and the Group consider the need for the inclusion of additional areas where appropriate during future considerations.

ALL

**8 Date of Next Meeting**

It was AGREED that the next meeting of the Group would take place after the Council has considered the report on the meeting structure.

ALL

## APPENDIX B

### CONSTITUTION WORKING GROUP - TERMS OF REFERENCE

TITLE	CONSTITUTION WORKING GROUP
Purpose	<ul style="list-style-type: none"> <li>➤ To consider and review, on behalf of the Council, democratic structures to ensure that they are up to date and relevant to the needs of the Council and in line with priorities for Bingham and legal and other requirements;</li> <li>➤ To consider any necessary amendments or changes to the Councils Standing Orders and Financial Standing Orders;</li> <li>➤ To ensure that the appropriate documentation (policies, procedures and other relevant information) is included within the Councils Constitution and is up to date and relevant to the needs of the Council;</li> <li>➤ To recommend to the Council areas for review in terms of policy and procedure included within the Constitution, or that the Working Group feels should be within the Constitution; and</li> <li>➤ To consider and recommend to Council such changes as may be appropriate to the interests of the Council and its work programmes.</li> </ul>
Reporting	The Working Group will report direct to Full Council and make recommendations thereto.
Membership	<p>Mayor, Deputy Mayor, current Committee Chairs plus one Independent member (currently Councillor Bird) and one Conservative member (currently Councillor Shelton).</p> <p>All members of the Council will be invited to the meetings as observers and may input into discussion. Voting will be by the Working Group members only.</p>
Quorum	The quorum shall be a minimum of four elected representatives of the Council.
Chair	At its first meeting the Chair will be appointed from within its own membership.
Frequency	Meetings shall be held as required by Full Council and shall be called by the Chair of the Working Group or directly by Council.

TITLE	CONSTITUTION WORKING GROUP
Secretary	The Town Clerk (or a member of staff delegated by the Town Clerk) shall be Secretary to the Working Group and shall take a summary note of the key points and actions arising.
Expected Outputs	<ul style="list-style-type: none"> <li>a) To define and recommend to Council such changes, alterations and additions as it believes to be appropriate;</li> <li>b) To examine the need for changes and recommend an programme of change;</li> <li>c) To consider and determine potential future changes which may be necessitated by the changing nature of the Town;</li> <li>d) Consider the Councils key priorities and determine any necessary changes to the Constitution; and</li> <li>e) To set out a time line for improvements.</li> </ul>
Process/Ways of Working	<p>The Working Group within its considerations shall:</p> <ul style="list-style-type: none"> <li>• Consider input from Committees Councillors, key partners and other stakeholders as it considers appropriate;</li> <li>• A proactive approach by councillors to engage with the work of the Working Group;</li> <li>• Define key areas of improvement/development;</li> <li>• Seek new information and data with regard to future growth;</li> <li>• Consider key risks that may be associated with any agreed changes or alterations; and</li> <li>• Ensure that the Councils normal governance procedures are adhered to in its considerations.</li> </ul>