

# Gloucester City Council

<b>Meeting:</b>	<b>General Purposes Committee Council</b>	<b>Date:</b>	<b>14 January 2020 30 January 2020</b>
<b>Subject:</b>	<b>Constitutional Changes</b>		
<b>Report Of:</b>	<b>Head of Paid Service</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Jon McGinty, Managing Director</b>		
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<b>Appendices:</b>	<b>1. Draft Revised Council's Constitution 2. Revised Councillor Code of Conduct 3. Revised Employee Code of Conduct 4. Revised Protocol on Councillor/Employee relations 5. Revised Council Budget Flowchart</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To propose a number of changes to the Council's Constitution to address issues or reflect reviews in relation to contract rules, the Councillor Code of Conduct, Employee Code of Conduct and Councillor/Officer protocol, petitions and procedures for dealing with the budget debate at Council.

### 2.0 Recommendations

- 2.1 General Purposes Committee is asked to consider the information contained in the report and make **RECOMMENDATIONS** to Council on the proposed changes to the Constitution.
- 2.2 Council is asked to **RESOLVE** to consider the recommendations of the General Purposes Committee and adopt the proposed changes to the Constitution.

### 3.0 Background and Key Issues

- 3.1 Attached at Appendix 1 is a copy of the Council's Constitution. The Constitution was last reviewed and amended in May 2016.
- 3.2 This report seeks to propose a number of changes to the Constitution, some of the changes are minor drafting improvements or corrections and clarifications. These changes are shown as tracked changes in the Constitution attached at Appendix 1 except where the changes are so substantial that a wholly revised document is being proposed. Where this is the case Appendix 1 sets out the current constitutional arrangement and the following appendices reflect the proposed changes:

- 3.2.1 Appendix 2 – Revised Councillor Code of Conduct
- 3.2.2 Appendix 3 – Revised Employee Code of Conduct
- 3.2.3 Appendix 4 – Revised Protocol on Councillor/Employee relations
- 3.2.4 Appendix 5 – Revised Flow Chart for Budget Debates

- 3.3 Article 13 and the Contract Rules are proposed to be amended to increase the relevant thresholds and to permit the use of electronic signatures.
- 3.4 A simplified and shortened Councillor Code of Conduct is proposed at Appendix 2. The Code requires a Councillor with an interest to leave the meeting when matters affecting that interest are under discussion.
- 3.5 A revised employee code of conduct is proposed at Appendix 3 and addresses recommendations made following an Internal Audit Report.
- 3.6 As a consequence of the two revisions above an opportunity has been taken to revisit and revise the Protocol on Councillor/Employee Relations and this is reflected in proposals set out in Appendix 4.
- 3.7 After discussions with Group leaders a revised Council Budget Flowchart is proposed at Appendix 5.
- 3.8 A codified procedure for dealing with petitions is proposed to be added.

#### **4.0 Social Value Considerations**

- 4.1 Not applicable

#### **5.0 Environmental Implications**

- 5.1 Not applicable

#### **6.0 Alternative Options Considered**

- 6.1 Not applicable

#### **7.0 Reasons for Recommendations**

- 7.1 To keep the Constitution under periodic review

#### **8.0 Future Work and Conclusions**

- 8.1 Further reviews and proposed revisions will be made in the future to reflect the fact that the Constitution is an evolving document.

#### **9.0 Financial Implications**

- 9.1 None arising from the content of this report

(Financial Services have been consulted in the preparation this report.)

## **10.0 Legal Implications**

10.1 None arising from the content of this report

(One Legal have been consulted in the preparation this report.)

## **11.0 Risk & Opportunity Management Implications**

11.1 Not applicable

## **12.0 People Impact Assessment (PIA) and Safeguarding:**

12.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

## **13.0 Community Safety Implications**

13.1 Not applicable

## **14.0 Staffing & Trade Union Implications**

14.1 Not applicable

**Background Documents:** None