

# GOVERNANCE AND AUDIT COMMITTEE

## MINUTES OF THE MEETING HELD ON MONDAY, 21 NOVEMBER 2011

**Councillors Present:** Jeff Beck (Chairman), Paul Bryant, Tony Linden, Julian Swift-Hook (Vice-Chairman), Tony Vickers and Quentin Webb

**Also Present:** Andy Day (head of Policy and Communication)

**Apologies for inability to attend the meeting:** Councillor David Holtby

### PART I

#### 20. Minutes

The Minutes of the meeting held on 29 September 2011 were approved as a true and correct record and signed by the Chairman.

Andy Day reported that, in respect of the Amendments to the Scheme of Delegation:

1. the amendments proposed at the Governance and Audit meeting on the 29 September 2011 had been included in the report considered by Full Council on the 25 October 2011;
2. Moira Fraser, on behalf of David Holling, had incorporated a response to the queries raised at the meeting in the report considered by Council. A note to this effect was circulated to Members of the Committee via email on the 21 October 2011 and no additional requests for information had been received to date;
3. the index had been updated prior to consideration at Council.

#### 21. Declarations of Interest

There were no declarations of interest received.

#### 22. Amendments to Parts 7, 8 and 12 of the Council's Constitution (C2349)

The Committee considered a report (Agenda Item 4) concerning amendments to Parts 7,8 and 12 of the Constitution. Andy Day reported that the sections of the report had been considered by the Finance and Governance Group and also included responses from professional Officers across the Council, including HR, Planning and Legal.

Paragraph	Amendment	Comment
7.1.7 (Personnel Committee)	Write HR in full	amended
7.2.2 (e) (Order of Business at Ordinary Meetings)	Delete (e) receive petitions from Members	amended and rest of paragraph renumbered
7.2.3 (Extraordinary Meetings)	Insert the word 'or' between Committee and Sub-Committee in the first paragraph	amended
7.2.3 (Extraordinary Meetings)	Clarify that the twenty one days refers to calendar days	amended
7.2.4 (d) (Order of Business – Extraordinary Meetings)	Replace the word 'to' with the word 'for'	amended

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Paragraph	Amendment	Comment
7.3.5 (Quorum)	Reference should be to paragraph 7.3.5 and not 7.3.4	amended
7.3.7 (Continuation of Meeting)	Reference should be to 7.7.3 and not 7.6.2	amended
7.3.8 (Agendas)	Delete 'subject to Rule (d) below	amended
7.3.9 (Confidentiality and Non-Disclosure of Reports)	Second paragraph replace words 'the' with 'a' in the first sentence	amended
7.3.10 (Referencing-Up)	Amend reference to 7.3.10 to 7.3.11	amended
7.3.11 (Exceptions)	Amend reference to 7.3.9 to 7.3.10	amended
7.5.1 (Definition of Urgent Items)	Use apostrophes around "urgent items"	amended
7.6 (Petitions)	Delete sections 7.6.1, 7.6.2,7.6.3 and 7.6.4	amended and paragraphs renumbered
7.9.1 (seconding)	Delete the second sentence	amended
7.10.2 (Suspension of Sitting)	Replace the word 'they' in the last sentence with the words 'the Chairman'	Amended
7.11.4 (Appointments to Outside Bodies)	Second sentence the word 'note' should be 'not'	amended
7.13.5 (Suspension or Variation)	Second bullet point replace 'he/she' with 'the Chairman'.	amended

Members noted the amendments to Part 8 of the Constitution (access by the Public to Information Rules of Procedure) and no further amendments were requested. Members requested that in respect to Part 12 (Personnel Rules of Procedure) HR be written in full i.e. Human Resources.

**RESOLVED** that the proposed amendments to Parts 7, 8 and 12 of the Council's constitution be referred to Council for adoption.

*(The meeting commenced at 6.00 pm and closed at 7.10 pm)*

**CHAIRMAN** .....

**Date of Signature** .....