

# Crawley Borough Council

## Minutes of Governance Committee

15 March 2017 at 7.00pm

### Present:

Councillor	J Stanley (Chair)
Councillor	R D Burrett (Vice–Chair)
Councillors	D Crow, C R Eade, S J Joyce, P K Lamb, R A Lanzer, T Lunnon, K McCarthy and A C Skudder

### Officers Present:

Ann- Maria Brown	Head of Legal and Democratic Services
Mez Matthews	Democratic Services Officer
Chris Pedlow	Democratic Services Manager

### Apology for Absence:

Councillor M G Jones

### 16. Members' Disclosure of Interests

No disclosures of interests were made by Members.

### 17. Minutes

The minutes of the meeting of the Committee held on [14 November 2016](#) were approved as a correct record and signed by the Chair.

### 18. Comprehensive Review of the Constitution

The Committee considered report [LDS/126](#) of the Head of Legal and Democratic Services which sought approval for the first comprehensive review of the Constitution since its creation in 2001. The aim of the review was to devise a Crawley Constitution which was more useable, fit for purpose and modern in structure, to enable users to take decisions and/or understand procedures and protocols in a manner which encouraged efficiency. The Committee noted that it was proposed that the new redrafted Constitution would take effect from the 18 May 2018 (AGM of the Full Council), and not the 1 May 2018 as stated in the report.

It was suggested by a member of the Committee that consideration be given to the inclusion of data flow diagrams in the Constitution to enable users to easily follow procedure, and that plain English be used throughout the document. The Committee noted that the current Constitution would continue to be used whilst the review took place and that, should any significant changes be necessary to the current Constitution (for example in relation to legislation), such changes would be considered by the Governance Committee with a recommendation to Full Council.

## **RESOLVED**

1. That a comprehensive review of the Council's Constitution be undertaken, with an aim that the updated Constitution be approved by Full Council, via the Governance Committee and be in place for the start of the 2018/19 municipal year.
2. That officers be authorised to re-write and redesign the Constitution based on the principles and format set out in paragraphs 5.4 and 5.5 of report LDS/126. That in doing so, officers be given the authority to make any necessary editorial changes, which ensure that the new Constitution is streamlined and fit for a modern Council.
3. That the Constitution Working Group be re-established (with a membership of 3:2), to keep an overarching steer and guidance on the Constitutional redesign process, through the receipt of electronic updates.
4. That when material changes to the Constitution are proposed, and in discussion with the Chair of the Working Group, such changes be brought before a meeting of the Constitution Working Group which will be convened for that purpose. All paperwork for meetings of the Working Group will be provided electronically.
5. That the Chair of the Constitution Working Group provide an update on the progress of the redesign at each scheduled meeting of the Governance Committee.
6. That the Head of Legal and Democratic Services be authorised to remove all names listed under membership (with the exception of Cabinet) and the removal of any officer names from the Constitution to be approved for the 2017 Full Council (AGM).

## **19. Provisions Relating to Call-In and Urgency**

The Committee was advised that there had been no cases, during the period since the last report, where an item had been protected from the Call-In Procedure on the grounds of urgency as provided for in Scrutiny Procedure Rule 14(k). The Committee noted that a recommendation to Full Council in relation to this matter would only be necessary if the Committee proposed to make a change to the provisions relating to Call-In and Urgency.

## **RESOLVED**

That since the provisions relating to Call-In and Urgency have not been used during the past twelve months, no change to the provisions are necessary at this stage.

## **20. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 7.20pm.

J STANLEY  
Chair