

**TO: COUNCIL
17 SEPTEMBER 2014**

**AMENDMENTS TO THE COUNCIL'S CONSTITUTION
(Director of Corporate Services – Legal)**

1. PURPOSE OF REPORT

- 1.1 This report seeks the Council's endorsement to recommendations made by the Governance and Audit Committee at its meeting on 14 July 2014. The recommendations propose amendments to the Council's Constitution.

2 RECOMMENDATIONS

- 2.1 That Council approve the amendments to the Council's Constitution set out in Section 5 below.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To give effect to the recommendations of the Governance and Audit Committee.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The Council's printing requirements are now met by a shared service arrangement which has recently been put in place between the Council and Wokingham Borough Council. Under the revised service arrangement the agenda for a Council meeting has to be finalised by 10.00am on the Monday of the week prior to the Council meeting (assuming that the meeting takes place on a Wednesday).
- 5.2 Council Procedure Rules specify in respect of Questions and Motions from Members that they must be delivered to the Chief Executive by 10.00am on the sixth working day prior to the meeting. As regards items submitted by members of the public, the Scheme of Public Participation at Meetings of the Council specifies that for inclusion an item must be received at least six **clear** working days from the date of the Council meeting (therefore at present 5.00pm on the Monday before the week of the Council meeting would suffice).
- 5.3 The Governance and Audit Committee recommends that the Council Procedure Rules and the Scheme of Public Participation at Meetings be amended to provide that items must be received by 10.00am on the day which is the seventh working day before the date of the Council meeting (i.e. normally 10.00am on the Monday before the date of the Council meeting).

6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Borough Solicitor is the author of this report.

Borough Treasurer

6.2 There are no financial implications directly arising.

Equalities Impact Assessment

6.3 Not required.

Strategic Risk Assessment Issues

6.4 None.

Chief Officers

6.5 None.

7. CONSULTATION

Principal Groups Consulted

7.1 Governance and Audit Committee

Method of Consultation

7.2 Report to meeting of 14 July 2014.

Representations Received

7.3 As set out at paragraph 2.

Background Papers

None.

Contact for further information

Alex Jack, Borough Solicitor – (01344) 355679

Alex.Jack@bracknell-forest.gov.uk

Doc. Ref

Aj/f/reports/Council – 17 September 2014 – Amendments to the Council's Constitution