

Southend City Council Constitution Review Work Programme

Standards Committee 16 July 2024

Constitutional Review: Work Programme Stages

Stage 1

- **Identifying drivers for the review / refresh of the constitution**
 - LGA Peer Review 2022
 - No comprehensive review since 1998
 - Inconsistencies and omissions
- **Affirming ownership of the constitution and setting the scope and scale of the work**
 - Council Decision 13 July 2024

Constitutional Review: Work Programme Stages

Stage 2

- **Determining the structure of the refreshed constitution**
 - Traditional Modular
 - Modern Themed

Constitutional Review: Work Programme Stages

Stage 3

- **Agree principles to guide the review**
- **Plain English Principles**
- **Other examples -**
 - Maximising councillor engagement and participation in decision-making;
 - Ensuring decision-making is informed, transparent and efficient;
 - Maximising the effectiveness of councillors and officers;
 - Public engagement is welcomed and encouraged.

Constitutional Review: Work Programme Stages

Stage 4

- **Drafting**

- **Part 1**

- Summary and Explanation

- Public Participation

- Public Participation with Southend-on-Sea City Council Council
 - Access to Information Procedure Rules
 - Petition Scheme

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**

- **Part 2**

- **The Council**

- Role of Council
- Budget and Policy Framework
- Council Procedure Rules
- Budget and Policy Framework procedure Rules
- Honorary Aldermen Scheme

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**
- Part 3:1
 - Committees
 - Committee Structure
 - Committee Procedure Rules
 - Planning Committee Procedure Rules
 - Regulatory Committees ToR
 - Standards and GPC ToR

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**
- Part 3:2
 - **Committees**
 - Audit & Governance Committee ToR
 - Pension Fund Committee ToR
 - Health & Wellbeing Board Committee ToR
 - Senior Appointments and Pay Committee ToR

Constitutional Review: Work Programme Stages

Stage 4 (continued)

Drafting

■ Part 4

➤ The Executive (Cabinet)

- The Role of Cabinet
- Cabinet Arrangements
- Cabinet Procedure Rules

➤ Joint Arrangements

- Joint Authorities
- Joint Committees

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**

- **Part 5**

- **Scrutiny**

- Select Committee Arrangements
 - Select Committee Procedure Rules

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**

- **Part 6**

- **Councillors**

- Role of Councillors and Office Holders
- Code of Conduct for Councillors
- Arrangements for Dealing with Complaints against Councillors
- Protocol on Member/Officer relationships
- Scheme of Member Allowances

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**

- **Part 7**

- **Officers**

- Management Structure
- Scheme of Delegation to Officers
- List of Proper Officers (and Designated Posts)
- Employee Code of Conduct
- Staff Employment procedure Rules
- Contract Procedure Rules
- Financial procedure Rules
- Property Procedure Rules

Constitutional Review: Work Programme Stages

Stage 4 (continued)

- **Drafting**
- Part 8
 - Wrap up and Revision
 - Appendices

Constitutional Review: Work Programme Stages

Stage 5

- **Adoption Embedding and Familiarisation**
 - Member and Officer Engagement and Training
 - Report to Council on 12 December 2024
 - Adoption date.
 - Publication on website