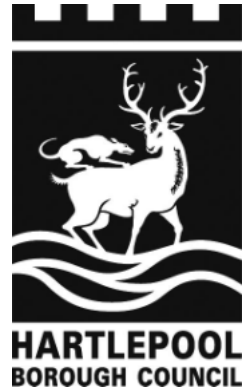


CONSTITUTION COMMITTEE AGENDA



Thursday 6th October 2011

at 4.00 p.m.

**in Committee Room 'C',
Civic Centre, Hartlepool.**

MEMBERS: CONSTITUTION COMMITTEE:

The Mayor, Stuart Drummond

Councillors Aiken, C Akers-Belcher, S Akers-Belcher, Cook, Fenwick, James,
J W Marshall, Preece, Richardson and Wells.

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 Minutes of the meeting of the Constitution Committee held on 14th July 2011.
- 4. ITEMS REQUIRING DECISION**
 - 4.1 Constitution Changes Required for 2011/12 Municipal Year – *Chief Solicitor*
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

CONSTITUTION COMMITTEE

MINUTES AND DECISION RECORD

14th July 2011

The meeting commenced at 4.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Richardson (In the Chair)

Councillors: Cook, Fenwick, James, Preece, Simmons and Wells

In accordance with Council Procedure Rule 4.2 (ii), Councillor A Marshall was in attendance as substitute for Councillor J W Marshall

Officers: Peter Devlin, Chief Solicitor
Amanda Whitaker, Democratic Services Team

6. Apologies for Absence

Councillors S Akers-Belcher and J W Marshall

7. Declarations of interest by Members

None

8. Minutes

The minutes of the meeting held on 9th June 2011 were confirmed.

Arising from the minutes, the Chairman referred to discussion at the meeting relating to the previous practice where in addition to the Annual Council meeting, there was a Special meeting of Council to conduct business relating to the appointments to Committees and Outside Bodies. It was noted that this had been added to the Committee's work programme. The view was expressed that the amendment to the Constitution could be progressed at this meeting. However, during the discussion which followed it was highlighted that the Committee had agreed that a Task and Finish Group review all Sections of the Constitution which was dealt with in the Business report to be considered later in the agenda. It was suggested that the Rules of Procedure, which includes Council Procedure Rules, could be considered early in the review process.

9. Police Reform and Social Responsibility Bill (*Chief Solicitor*)

The Chief Solicitor presented a report which outlined the main policy areas associated with the Police Reform and Social Responsibility Bill. Primarily, the areas covered Police accountability and governance, alcohol licensing,

the regulation of protests around Parliament Square, misuse of drugs, and the issue of arrest warrants relating to private prosecutions.

The key areas of the Bill were presented as follows:-

- The proposed replacement of Police Authorities with directly elected Police and Crime Commissioners,
- Amending the provisions of the Licensing Act, 2003, with the intention of “rebalancing” this legislation in favour of local authorities, the Police and local communities,
- Providing a new framework for regulating protests around Parliament Square with additional Police powers to prevent encampments and the use of amplified noise equipment,
- Enables the Home Secretary to temporarily ban drugs for up to a year and to remove the statutory requirement of the Advisory Council on the Misuse of Drugs to include members with experience in such activities,
- Introduces a new requirement that private prosecutors obtain the consent of the Director of Public Prosecutions prior to the issue of arrest warrants for “universal jurisdiction” offences such as war crimes or torture.

Members were advised that although the provisions of this Bill were wide ranging the report was confined to those areas which most impact upon a local authority, namely the proposed directly election Police and Crime Commissioners and amendments to the Licensing Act, 2003.

Members expressed concern regarding the implications of the proposed directly elected Police and Crime Commissioners but welcomed the potential amendments to the Licensing Act 2003.

Decision

The report was noted.

10. Business Report – Review of the Constitution*(Chief Solicitor)*

Members were reminded that at the meeting of the Constitution Committee held on 9th June 2011, it was agreed that a Task and Finish Group be convened for the purpose of reviewing all sections of the Constitution with the object of completion by the start of the next Municipal Year. It was acknowledged that the Localism Bill and the Further Electoral Review by the Local Government Boundary Commission could have a significant impact on the final ‘document’ and that where possible the proposed changes would be considered as part of the overall review.

A proposed timetable for the undertaking of the Review was submitted. Members noted that a proposed commencement date of week commencing 8th August 2011 was suggested with Thursday, 11th August 2011 as the

date of the first meeting with meetings every 4 weeks thereafter.

DATE AND TIME	SUBJECT OF REVIEW
Thursday, 11 August 2011 at 2pm	Part 1 Summary and Explanation Part 2 Articles of the Constitution
Thursday, 8 September 2011 at 2pm	Part 3 Responsibility for Functions
Thursday, 6 October 2011 at 3pm followed by Constitution Committee at 4pm	Part 3 Responsibility of the Functions cont'd
Thursday, 3 November 2011 at 2pm	Part 4 Rules of Procedure
Thursday, 3 December 2011 at 2pm	Part 4 Rules of Procedure cont'd
Thursday, 5 January 2012 at 2pm	Part 5 Codes and Protocols
Thursday, 2 February 2012 at 2pm	Part 6 Members Allowances Scheme
Thursday, 1 March 2012 at 2pm	Part 7 Outside Bodies
Thursday, 29 March 2012 at 2pm	Part 8 Management Structure

Members were also requested to consider the composition of the Task and Finish Group and whether it should consist of a small number of members or rotating membership for each item under review.

Concern was expressed in relation to the implications of considering Part 6 of the Constitution late in the Municipal year. During the discussion which followed, Members noted the role of the Independent Remuneration Panel. It was suggested that the Panel should commence a review as it was already known that the Local Government Boundary Commission were minded to recommend a Council of 33 Members.

Decision

- (i) The proposed timetable was agreed subject to the date of the December meeting being changed from 3rd December to 1st December.
- (ii) That the Task and Finish Group comprise all Members of the Constitution Committee.
- (iii) The Chief Solicitor agreed to refer to the Chief Customer & Workforce Services Officer the views of the Committee in relation to the commencement of a review of Member Allowances by the Independent Remuneration Panel.

11. Any Other Items which the Chairman Considers are Urgent

None

The meeting concluded at 4.45 p.m.

CHAIR

CONSTITUTION COMMITTEE

6th October 2011



Report of: Chief Solicitor

Subject: CONSTITUTION CHANGES REQUIRED FOR
2011/12 MUNICIPAL YEAR

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform Constitution Committee of the amendments that are required to the Constitution following the decisions that Cabinet made on 18th July 2011 on the Review of Community Involvement and Engagement (Including LSP review).

2. BACKGROUND

- 2.1 A review of how the Council interacts and engages with local residents and stakeholders was initiated by Cabinet following the agreement of the budget for 2011/12. The aim of the review was to ensure that Hartlepool had arrangements in place which both maintained a focus on developing the strategic policy direction for the Borough and provided appropriate opportunities for stakeholders including residents and the community, voluntary and business sectors to influence policy development and how services are delivered. The review also considered how the scarce resources, specifically related to the reduction in resources as part of the 2011/12 budget process and likely future reductions, that are available are used in ways which will add the most value.
- 2.2 Initial proposals were considered by Cabinet on 6th June 2011 and referred to Council Working Group on 20th June 2011. Cabinet then agreed the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships at their meeting on 18th July 2011 after considering the views of Council Working Group and partner organisations. No decisions taken by Cabinet were subject to Call In and therefore they can now be implemented.
- 2.3 Of the decisions taken by Cabinet a number require changes to the Constitution. Some decisions will not come into effect until the next municipal year and therefore the changes required will be taken forward through the ongoing review of the Constitution. The relevant sections of the Constitution that these changes relate to are set out in **Appendix 1**. However, there are a

number of changes that need to be made this municipal year in relation to Neighbourhood Consultative Forums, Parish Liaison meetings, Police and Community Safety meetings and the Hartlepool Partnership Board. These are set out in the following section and Constitution Committee is requested to note these changes and commend them to Council for adoption.

3. CHANGES REQUIRED

- 3.1 Following the decisions taken by Cabinet the following sections of the Constitution can be deleted and do not need to be replaced although there will be the need make some minor amendments to the numbering of the Constitution around these deletions:

Part 2, Page 36 under 10.04 Remit of neighbourhood consultative forums

viii) To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.

ix) To hold Local Police Consultation meetings in partnership with the Chief Constable.

Part 2, Page 37

10.08 Parish Liaison

The Chair and Vice-Chair of the forum will meet at least twice a year with representatives of the parishes in the forum area. These meetings will be chaired by the chair of the Forum or in his/her absence the Vice-Chair.

10.09 Police and community safety

The Chair and Vice-Chair of the forum will meet at least twice a year with representatives of Cleveland Police and the Council's Community Safety Team. These meetings will be chaired by the Chair of the forum and in his/her absence the Vice-Chair. Other forum members and members of the public will be entitled to attend these meetings.

10.10 Hartlepool Partnership

In accordance with the arrangements established by the Hartlepool Partnership the Chair of each forum and the elected resident Vice- Chair of each forum (when appointed) will represent their forum and the community it serves on the Partnership Board.

Part 2, Page 40 under (d) The role of the vice-chair

ii) To be the Forum's resident representative on the Hartlepool Partnership and the Community Network.

iii) To regularly attend Hartlepool Partnership meetings. Failure to attend three meetings in any twelve month period will be considered by the Forum and may result in the position being considered vacant and a further election being held to cover the remaining term of office.

iv) To represent the best interests of residents, from their Forum area, at partnership meetings.

v) To feed back relevant information to the Forum from the Partnership.

vi) To attend, where necessary, Police and Community Safety meetings and the Community Network.

Part 7, Page 12**Hartlepool Partnership**

* Can be any Member

** Leader of the Majority Group, not affiliated to the Mayor

- | | |
|-------|--|
| (1) | THE MAYOR
Sub – To be nominated |
| (2)* | CLLR RICHARDSON
Sub – To be nominated |
| (3)** | CLLR BRASH
Leader of Majority Group |
| (4)* | CLLR HARGREAVES
Sub – To be nominated |
| (5) | CLLR FLEET
Chair – North Forum |
| (6) | CLLR CRANNEY
Chair – Central Forum |
| (7) | CLLR A MARSHALL
Chair - South Forum |
| (8) | CHIEF EXECUTIVE |

4. RECOMMENDATIONS

4.1 That the amendments to the Constitution outlined in section 3 above are commended to Council for adoption.

4.2 That the constitutional changes identified for implementation next municipal year (set out in appendix 1) be referred to the Task and Finish Group of the Constitution Committee.

5. BACKGROUND PAPERS

- Item 5.1 from Cabinet on 18th July 2011.
- Minutes from Cabinet on 18th July 2011.

6. CONTACT OFFICER

Catherine Frank
Partnership Manager
Corporate Strategy
Chief Executive's Department
Tel: 01429 284322
Email: Catherine.frank@hartlepool.gov.uk

Changes needed to Constitution before next Municipal Year

Part 1 page 4 under list of articles of the constitution

Neighbourhood Consultative Forums (Article 10)

Part 1 page 5

Neighbourhood Consultative Forums

9 The Council has three Neighbourhood Consultative Forums. These bring an area dimension to the work of the Council. They allow local people to raise issues of concern, principally relating to neighbourhood services, at a public question-time, and act as a very important consultation mechanism for the Mayor and Cabinet, Council, the Hartlepool Partnership and local regeneration partnerships. One third of the membership of each Forum is made up of local residents who are co-opted on to the Forum.

Part 1 page 6

13 People have the right to:

participate in question time and contribute to the general discussion at Neighbourhood Consultative forums in accordance with the relevant procedure rules;

Part 2 page 4

10 Neighbourhood Consultative Forums

Neighbourhood Consultative Forums.....	35
Composition and quorums	35
Chair and Vice-Chair	36
Remit of Neighbourhood Consultative Forums.....	36
Operation of Neighbourhood Consultative Forums	37
Access to Information.....	37
Executive members on Neighbourhood Consultative Forums.....	37
Parish Liaison.....	37
Police and Community Safety	37
Hartlepool Partnership.....	37
Co-opted Resident members	38

Part 2 page 12

(c) Participation

People have the right to participate in a variety of Council meetings; these include question-time at full Council, inquiries undertaken by overview and scrutiny forums and discussions at Neighbourhood Consultative Forums. How to do this is set out in “Part 4 – Rules of Procedure” of the Constitution.

Part 2 pages 35-40**ARTICLE 10****NEIGHBOURHOOD CONSULTATIVE FORUMS****10.01 Neighbourhood consultative forums**

The Council will establish three neighbourhood consultative forums. They will act as an important consultation mechanism for the Council, the Hartlepool Partnership and other regeneration partnerships in the Borough. Meetings of the forums will be open to the public, who will be encouraged to play an active role. The three forums will be based upon the following boundaries:

North Neighbourhood Consultative Forum

Comprising the following wards:

- *Brus*
- *St Hilda*
- *Dyke House*
- *Throston*
- *Hart*

Central Neighbourhood Consultative Forum

Comprising the following wards:

- *Burn Valley*
- *Park*
- *Elwick*
- *Rift House*
- *Grange*
- *Stranton*
- *Foggy Furze*

South Neighbourhood Consultative Forum

Comprising the following wards:

- *Fens*
- *Rossmere*
- *Greatham*
- *Seaton*
- *Owton*

10.02 Composition and quorums

(a) Each councillor will be a member of the neighbourhood consultative forum for his/her ward. The Council will co-opt residents on to each forum. They will comprise one third of the membership of each forum (North - 8, Central - 10 and South - 7) and will be entitled to vote. A co-opted resident will act as vice-chair of the forum.

(b) The quorums for the three forums are based on one quarter of the membership and are as follows:

	Quorum - Councillors	Quorum - Residents	Quorum - Total
North	4	2	6

Central	5	3	8
South	4	2	6

10.03 Chair and Vice-Chair

The Chair of each forum will be appointed by the Council. The Vice Chair of each forum will be appointed from the co-opted resident members of the forum as part of the election process. The Chair will not be an Executive councillor.

10.04 Remit of neighbourhood consultative forums

- i) To be a focal point for local consultation on the provision of neighbourhood services.
- ii) To enable discussion to take place with Executive Councillors on issues of local interest.
- iii) To advise the Council, Executive, overview and scrutiny committees, Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area.
- iv) To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process.
- v) To assist all Councillors in listening to and representing their community.
- vi) To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.
- vii) To assist in the development of the Community Plan.
- viii) To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.
- ix) To hold Local Police Consultation meetings in partnership with the Chief Constable.
- x) To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.

10.05 Operation of neighbourhood consultative forums

Meetings of neighbourhood consultative forums will comply with the appropriate procedure rules set out in Part 4 and the Officer-Member Protocol in Part 5 of this Constitution.

10.06 Access to information

Neighbourhood consultative forums will comply with the Access to Information Procedure Rules in Part 4 of this Constitution.

10.07 Executive Members on neighbourhood consultative forums

A member of the Executive may serve on a neighbourhood consultative forum if otherwise eligible to do so as a Councillor.

(NB. 10.8, 10.9 & 10.10 already removed)

10.11 Co-opted resident members**(a) Eligibility criteria**

Co-opted resident members of each forum will be elected every two years.

The following eligibility criteria apply:

- (i) All residents of the Forum area aged 18 years and over, with the exception of Borough Councillors and Senior Council Officers (except for politically restricted post holders) will be eligible to stand for election. Politically

restricted post holders are head of paid service, chief officers, officers with delegated powers under the Local Government Act 1972, political assistants and officers who regularly advise the Council, the Executive or their Committees or who regularly speak to the media on behalf of the Council.

- (ii) All candidates for election must be willing to accept the roles and responsibilities of resident representative as set out in the attached note.
- (iii) An elected resident member must resign from their position if they no longer reside in the neighbourhood forum area in which they were elected.

(b) The election process

The election process will be supervised by the Returning Officer of the Council and may be conducted by an independent facilitator.

The method of election will be as follows:

- i) Resident representatives will be elected at an open meeting.
- ii) The meeting will be notified to all Hartlepool residents through meetings of the Forums and an advertisement in the local press.
- iii) Three meetings will be held, one in each forum area.
- iv) All residents of the Forum area aged 18 years or over will be entitled to vote.
- v) The nomination period will commence with the issue of a notice of election, 20 working days prior to the week of the elections and nominations must be delivered to the Returning Officer before 12 noon, 10 working days prior to the week of the elections. A nomination will not be valid unless it is subscribed by ten residents of the neighbourhood forum area ward for which the nomination is made. Both the nominee and the supporting signatories must appear on the current electoral register for the relevant ward.
- vi) Voting will be by secret ballot.
- vii) In the event of a tied vote, a recount will take place. If there is no outright result following the recount, the Returning Officer will draw lots to decide on the successful candidate.
- viii) At least one resident representative from each Ward will be elected. In the event of there being no nomination for a Ward(s), vacancies will be filled by the remaining candidates with the highest number of votes regardless of the Ward in which they live.
- ix) Following the elections the resident representatives shall elect one of their number to the office of vice-chair and another to act as substitute.
- x) Casual vacancies will be filled at ordinary forum meetings in accordance with the election timetable set out in v) above. All those present at the meeting are entitled to vote (Councillors, Resident Representatives and members of the public). In the absence of a nomination from the relevant ward, the vacancy will become available to any resident from the Forum area.
- xi) The election results will be published at the Civic Centre and on the Council's website.

(c) The role of resident representatives

The role of the resident representatives will be as follows:

- i) To regularly attend meetings of their Neighbourhood Consultative Forum. Failure to attend three meetings in any twelve month period will be considered by the Forum and may result in the position being considered vacant and a further election being held to cover the remaining term of office.
- ii) To represent the best interests of residents at the forum meeting.

iii) To be available and accessible to residents of the forum area.

(d) The role of the vice-chair

In addition the vice-chair will fulfil the following rules:

i) To act as Chair of the Forum in the absence of the Chair unless that absence is expected to extend to more than one meeting then a temporary Councillor appointment will be made by the Forum.

(NB. ii – vi already removed)

vii) To regularly attend the appropriate Forum's pre-agenda meetings.

Part 3, page 3 under Council functions and delegation scheme

Neighbourhood Consultative Forum (North).....	33
Neighbourhood Consultative Forum (Central).....	35
Neighbourhood Consultative Forum (South)	37

Part 3, Pages 32 – 33

Neighbourhood Consultative Forum (North)	
Membership:	<p>Elected representatives of the following Wards: Brus, Dyke House, Hart, St Hilda and Throston.</p> <p>Councillors:- Fleet (Chair), Atkinson, Barclay, Barker, Cook, Fleming, Griffin, Jackson, McKenna, J Marshall, J W Marshall, Plant, Rogan, Thomas and Wright.</p> <p>Resident Representatives – Christine Blakey, John Cambridge, John Maxwell, Joan Norman, Linda Shields, Joan Steel and Robert Steel.</p>
Quorum:	6 (4 Councillors and 2 Resident Representatives)
FUNCTIONS	DELEGATIONS
<p>1 To be a focal point for local consultation on the provision of Neighbourhood Services.</p> <p>2 To enable discussion to take place with executive councillors on issues of local interest.</p> <p>3 To advise the Council</p>	

<p>executive, overview and scrutiny committees, the Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area.</p> <p>4 To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process.</p>	
---	--

<p>Neighbourhood Consultative Forum (North)</p> <p>(continued)</p>	
FUNCTIONS	DELEGATIONS
<p>5 To assist all councillors in listening to and representing their community.</p> <p>6 To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.</p> <p>7 To assist in the development of the Community Plan</p> <p>8 To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.</p> <p>9 To hold Local Police Consultation meetings in partnership with the Chief Constable.</p> <p>10 To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.</p>	<p>Approval of minor works recommendations is delegated to the Assistant Director (Neighbourhood Services) in consultation with the Community Safety and Housing Portfolio Holder</p>

Neighbourhood Consultative Forum (Central)	
Membership:	<p>Elected representatives of the following Wards: Burn Valley, Elwick, Foggy Furze, Grange, Park, Rift House and Stranton.</p> <p>Councillors: - Cranney (Chair), Aiken, S Akers-Belcher, Brash, Hall, Ingham, Laffey, Lauderdale, London, Maness, Morris, Payne, Richardson, Shaw, Simmons, Sutheran, H Thompson, R Wells and Worthy.</p> <p>Resident Representatives: Liz Carroll, Bob Farrow, Peter Goodier, Ted Jackson, Evelyn Leck, Brenda Loynes, Stephen Mailen, Brian McBean, Julie Rudge and Hilda Wales.</p>
Quorum:	8 (5 Councillors and 3 Resident Representatives)
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1 To be a focal point for local consultation on the provision of Neighbourhood Services. 2 To enable discussion to take place with executive councillors on issues of local interest. 3 To advise the Council executive, overview and scrutiny committees, the Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area. 	

Neighbourhood Consultative Forum (Central) (continued)	
FUNCTIONS	DELEGATIONS
<p>4 To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process.</p> <p>5 To assist all councillors in listening to and representing their community.</p> <p>6 To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.</p> <p>7 To assist in the development of the Community Plan.</p> <p>8 To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.</p> <p>9 To hold Local Police Consultation meetings in partnership with the Chief Constable.</p> <p>10 To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.</p>	<p>Approval of minor works recommendations is delegated to the Assistant Director (Neighbourhood Services) in consultation with the Community Safety and Housing Portfolio Holder.</p>

Neighbourhood Consultative Forum (South)	
Membership:	<p>Elected representatives of the following Wards: Fens, Greatham, Owton, Rossmere and Seaton.</p> <p>Councillors: - A Marshall (Chair), C Akers-Belcher, Flintoff, Gibbon, Hargreaves, Hill, James, Lawton, A E Lilley, G Lilley, Preece, P Thompson, Turner, and Young.</p> <p>Resident Representatives: Mary Green, Rosemarie Kennedy, Iris Ryder and Angie Wilcox.</p>
Quorum:	6 (4 Councillors and 2 Resident Representatives)
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1 To be a focal point for local consultation on the provision of Neighbourhood Services. 2 To enable discussion to take place with executive councillors on issues of local interest. 3 To advise the Council executive, overview and scrutiny committees, the Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area. 4 To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process. 	

Neighbourhood Consultative Forum (South) (continued)	
FUNCTIONS	DELEGATIONS
<p>5 To assist all councillors in listening to and representing their community.</p> <p>6 To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.</p> <p>7 To assist in the development of the Community Plan.</p> <p>8 To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.</p> <p>9 To hold Local Police Consultation meetings in partnership with the Chief Constable.</p> <p>10 To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.</p>	<p>Approval of minor works recommendations is delegated to the Assistant Director (Neighbourhood Services) in consultation with the Community Safety and Housing Portfolio Holder.</p>

Part 3, Page 69 under Decision Making by Individual Councillors who are Executive Portfolio Holders

PORTFOLIO HOLDER	RESPONSIBILITY
Executive Member for Community Safety and Housing	Approval of recommendations for minor work schemes proposed by neighbourhood consultative forums.

Part 4, page 147 under Appendix A - Processing Referrals to Overview and Scrutiny

BODY

	STATUS OF REFERRAL	TIMESCALES AND OTHER ISSUES
Neighbourhood Forums	Consideration at discretion of the Co-ordinating Committee (Non-mandatory)	A decision not to examine must be justified and reported to Council and the referring body

Part 4, page 150 under Appendix B - Processing reports from Overview and Scrutiny

Neighbourhood Forums	<p>Type of report – both those referred to the forum and those referred by the forum</p> <p>Presentation – the report will be presented by the Chair of the forum or his/her nominated Member of the forum. In the case of minority reports those submitting the report should agree a spokesperson from their Membership of the forum.</p> <p>Timescale for consideration – if not specified in a referral, the report should be considered not later than 10 weeks* after being agreed by the forum. * this provision may need modification dependent on the frequency of neighbourhood forum meetings.</p> <p>Reporting back to the forum – the relevant minute of the Neighbourhood forum meeting will be reported to the forum.</p>
-----------------------------	--

Part 5, page 23

- 8 RELATIONSHIPS BETWEEN CHAIRS/MEMBERS OF OTHER COMMITTEES INCLUDING NEIGHBOURHOOD CONSULTATIVE FORUMS AND OFFICERS**
- 8.1 Relationships between chairs/members of other committees and officers, will operate in line with the relevant codes of conduct and the principles contained in the protocol.
- 8.2 Members and officers providing information to neighbourhood consultative forums will be treated courteously at all times and will treat the forum with courtesy and respect. It will be the responsibility of the forum chair to ensure that members of the public and other non-council attendees behave appropriately.

- 8.3 Members and officers attending Neighbourhood Consultative Forums will seek to assist forums by providing information about council policy and activities. It will not however, be the purpose of a consultative forum to address issues of individual performance of employees of the Council. Officers may not be held accountable for decisions taken by members.
- 8.4 Executive members who accept invitations to attend Neighbourhood Consultative Forums, will, upon request, seek to explain the objectives of Council policies and actions insofar as they are relevant to their portfolio.
- 8.5 When acting in a quasi-judicial capacity (for example in relation to planning or licensing matters), members will pay particular regard to the requirements of natural justice and the procedural advice issued by the Monitoring Officer.

Part 6, page 9 under Special Responsibility Allowance

- 7.2 The rates of allowance payable to various post holders are:-

Neighbourhood Forum Chair	£3,461
---------------------------	--------

Part 6, page 21 under Part B, Schedule 1 - approved duties

- 1 Attendance at meetings:
- i) Of Council, the Executive, Neighbourhood Forums, Scrutiny Forums, Panels and the Standards Committee to which the Member has been appointed.

Part 7, Page 12 under Schedule B – Executive Appoints any Member(s). B1. Leadership Bodies and Partnerships

Hartlepool Economic Forum (1) CLLR HARGREAVES
(Portfolio Holder for Regeneration)