

# Constitution Committee

## Agenda

11th February 2026

Time: 10.00am

Location: Committee Room B

Members: Constitution Committee

Councillors Bailey-Fleet, Boddy (VC), Buchan, Dodds, Dunbar, Hargreaves (C), Little, Napper and Thompson.

### **1. Apologies for absence**

### **2. To receive any declarations of interest by members**

### **3. Minutes**

3.1 To confirm the minutes of the meeting held on 24 October 2025

### **4. Items requiring decision**

4.1 Realignment of Committees and Review of Delegations – Housing Revenue Account – *Monitoring Officer/Director of Legal, Governance and Human Resources*

### **5. Any other business which the chair considers urgent**

#### **For Information**

Date of next meeting – to be confirmed

#### **CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE**

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone. The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.



# CONSTITUTION COMMITTEE

## MINUTES AND DECISION RECORD

24 October 2025

The meeting commenced at 11.30am in the Civic Centre, Hartlepool

### **Present:**

Councillor Pamela Hargreaves (In the Chair)

Councillors: Moss Boddy, Bob Buchan, Matthew Dodds, Martin Dunbar, Sue Little, Amanda Napper and Carole Thompson

Also present:

Councillor Ed Doyle

Officers: Denise McGuckin, Chief Executive  
Hayley Martin, Director of Legal, Governance and Human Resources  
Angela Armstrong, Principal Democratic Services and Legal Support Officer

### **13. Apologies for Absence**

Apologies for absence were received from Councillor Quewone Bailey-Fleet.

### **14. Declarations of interest by Members**

None.

### **15. Confirmation of the minutes of the meeting held on 29 September 2025**

Confirmed.

### **16. Periodic Review of the Constitution** *(Monitoring Officer/Director of Legal, Governance and Human Resources)*

The Director of Legal, Governance and Human Resources presented a report that outlined the proposed changes to the position of Chair of the Health and Wellbeing Board and Vice Chairs of Committees. It was proposed that given the cross over of health responsibilities, the Chair of the Adult Services and Public Health Committee also Chair the Health and Wellbeing Board. A Member proposed that the Elected

Member appointed to Tees, Esk and Wear Valley NHS Trust as a representative of Hartlepool Borough Council, be also included within the membership of the Health and Wellbeing Board. The Chair suggested that this proposal be presented to the Health and Wellbeing Board for consideration.

In addition, it was suggested that in recognition of recent departmental changes and order to share the role and responsibility, that Committees be given the option to appoint up to two Vice Chairs from within the membership of the Committee.

During the discussion that followed, it was noted that sharing the knowledge and responsibility across the Chair and two Vice Chairs will ultimately provide more support to the Department.

### **Decision**

- (i) That Council be asked to consider the provision for Committees to have the option to appoint up to two Vice Chairs.
- (ii) That Council be asked to consider amending the Constitution to allow for the Chair of Adult Services and Public Health Committee to be Chair of Health and Wellbeing Board.
- (iii) That a report be submitted to the Health and Wellbeing Board to consider appointing the Council representative on the Tees, Esk and Wear Valley NHS Trust to the Board.

## **17. Periodic Review of the Constitution – Realignment of Committees and Review of Delegations** *(Monitoring Officer/Director of Legal, Governance and Human Resources)*

The Director of Legal, Governance and Human Resources presented a report for information with an updated copy of Part 3 with tracked changes attached at Appendix 1, which reflected the changes brought about by the Senior Management Restructure. The following amendments were also to be included within the updated document:

Social Fund – to be removed as it no longer exists.

Repographics – to be relocated to within the responsibility of Communications and Marketing.

Housing Revenue Account – to remain under the responsibility of Finance and Corporate Affairs Committee.

A discussion ensued on the Housing Revenue Account and it was suggested that this be brought back to the Constitution Committee at its next meeting for further discussion.

**Decision**

- (i) That the Constitution Committee consider the Housing Revenue Account further at the next meeting.
- (ii) That the remaining amendments to Part 3 of the Constitution attached by way of Appendix and undertaken through delegation to the Director of Legal, Governance and Human Resources be noted.

The meeting concluded at 11.45 am

CHAIR



# CONSTITUTION COMMITTEE

11<sup>th</sup> FEBRUARY 2026

**Report of:** Monitoring Officer/Director of Legal, Governance and Human Resources

**Subject:** Realignment of Committees and Review of Delegations – Housing Revenue Account

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## 1. PURPOSE OF REPORT

- 1.1 To consider where the Housing Revenue Account should report within the Council's scheme of delegation set out at Part 3 of the of the Constitution.

## 2. ISSUES FOR CONSIDERATION

- 2.1 On 24 October 2025, Constitution Committee considered a report entitled 'Realignment of Committees and Review of Delegations' which was presented following changes to reporting lines brought about by the senior management restructure.
- 2.2 The Committee agreed that the Housing Revenue Account should continue to report to Finance and Corporate Services and that the matter should return to this Committee to consider whether rent-related decisions should remain with the Finance and Corporate Affairs Committee, with all other decisions reporting to the Housing Growth and Communities Committee.

## 3. RECOMMENDATIONS

- 3.1 It is recommended that Members:
- 3.2 Determine whether any changes are required to reporting of Housing Revenue Account related matters.

#### **4. REASONS FOR RECOMMENDATIONS**

- 4.1 To comply with the recommendation of this committee and to ensure the Constitution is relevant and reflects the updated structure.

#### **5. BACKGROUND PAPERS**

- 5.1 The following background paper was used in the preparation of this report:-

[Constitution – Part 3](#)

[Constitution Committee Report and Minutes – 24 October 2025](#)

#### **6. CONTACT OFFICERS**

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