

# CONSTITUTION COMMITTEE AGENDA



**Monday 2 March 2020**

**At 2.00 p.m.**

**Committee Room “B”,  
Civic Centre, Hartlepool.**

## CONSTITUTION COMMITTEE:

Councillors Fleming, Harrison, Howson, James, Johnson, Loynes, Marshall, Moore, and Tennant.

- 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 27 January 2020.
- 4. ITEMS REQUIRING DECISION**
  - 4.1 Further Periodic Review of the Council’s Constitution – Update – *Chief Solicitor and Monitoring Officer*
  - 4.2 Proposal to Roll Out the Your Say, Our Future Approach – *Director of Finance and Policy*
- 5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**



# CONSTITUTION COMMITTEE

## MINUTES AND DECISION RECORD

27 January 2020

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

### **Present:**

Councillor Moore (In the Chair)

Councillors Fleming, Harrison, Howson, James, Johnson, Loynes,

In accordance with Council Procedure Rule 4.2, Councillor S Akers-Belcher was in attendance as substitute for Councillor Marshall and Councillor Cassidy was in attendance as substitute for Councillor Tennant.

Officers: Gill Alexander, Chief Executive  
Hayley Martin, Chief Solicitor  
Amanda Whitaker, Legal and Democratic Services Team Manager

### **11. Apologies for Absence**

Councillors Marshall and Tennant.

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

None

### **13. Minutes**

The minutes of the meeting held on 25 November 2019 were confirmed.

Following a recent meeting of the Audit and Governance Committee, a member referred to the position in relation to an Elected Member attending a Committee meeting where exempt information is likely to be disclosed. It was requested that the Constitution be updated to clarify the position.

### **14. Further Periodic Review of the Council's Constitution – Update** *(Chief Solicitor and Monitoring Officer)*

The report sought views from the Committee regarding proposed changes to the Constitution prior to consideration of changes by Full Council. A report to

this Committee on 25 November 2019 had addressed issues which had arisen since the previous review. The report provided information on areas identified at the previous meeting upon which Elected Members had sought further information. The report also addressed issues raised at previous meetings regarding the legality of a non-elected member being appointed the Ceremonial Mayor and on the selection process for Ceremonial Mayor in terms of the rotation of Elected Members and the terms of office.

The Committee debated each of the areas identified and expressed views as follows:-

## **PART 2 – ARTICLES**

### **Article 2 – Elected Members of the Authority**

The Committee noted the additional information which had been submitted in relation to the Member Development Programme and expressed the following views:-

- In addition to mandatory training for specified Committees, there should also be mandatory training for members of Policy Committees.
- In addition to reporting non-attendance at mandatory training sessions to Audit and Governance Committee/Council, the appropriate Committee should be advised accordingly.
- The Annual Planning Training Event should change from being optional to a mandatory training requirement.
- Some mandatory training should also be offered by use of e-learning resources.

### **Article 5 – The Ceremonial Mayor**

The Committee was advised of the statutory requirement which stated that “the chairman of a principal council shall be elected annually by the Council from among the Councillors”. It further stated that “the Chairman of a county borough council is entitled to the style of ‘mayor’”. Elected Members noted that it was not possible, therefore, for a non-elected member to be appointed to the role of Ceremonial Mayor.

The Committee noted also an appendix which detailed the protocol for selection of Mayor/Chairman and which highlighted that other Local Authorities in the region had a similar approach to that which is applied in this Authority.

The Committee accepted the advice of the Chief Solicitor and following discussion agreed to recommend that the current approach for selection of Mayor/Chairman not be changed.

Elected Members discussed the importance of the role of Deputy Ceremonial Mayor and agreed to recommend that Article 5 be updated in order that the role is explicitly detailed in the Constitution to ensure full understanding of the role.

## **Article 10 – Community Forums**

At the previous meeting of the Committee, Members had been requested to consider a suggestion that the Community Forums be combined. Following subsequent concerns to the Chief Executive, the Committee was requested to consider the role of the Community Forums which had been part of the Council's governance structure since 1999. The ways of communicating with the public had changed considerably and concerns had been expressed around how well the current arrangements were working and whether they met the Council's current needs around community engagement. It was also recognised that in the main the issues discussed at Community Forums could and were often already being dealt with through other mechanisms set out in the report. It was considered that the Your Say, Our Future exercise had worked very well and was an approach that had facilitated a greater level of involvement and discussion. Members views had been sought on a number of options and it was reported that no responses had been received.

The view was reiterated at the meeting that the Community Forums no longer operated in the way intended when they had been set up. Whilst support was expressed for stopping the Forums and replacing them with a roll out of the Your Say, Our Future approach through a planned annual programme, the Committee requested a report to the next meeting of the Committee to allow them to consider the planned annual programme prior to making any recommendation to Full Council.

## **PART 4 – RULES OF PROCEDURE**

### **Full Council Procedure Rules – CPR9 – Questions from the Public**

At the meeting of Full Council held on 20 June, it had been moved and seconded that this Committee be requested to consider changes to the above Procedure Rule in relation to supplementary questions. At the previous meeting of this Committee, Members had suggested that if supplementary questions were permitted they should be for clarification purposes only. It was noted in the table which had been submitted to that meeting that the Constitutions of other Local Authorities do not include provisions for a debate following a public question. As requested by the Committee, the table submitted previously had been updated following further research and was appended to the report. The outcome of the further review highlighted that the majority of Constitutions which permitted supplementary questions stated that a supplementary question must arise directly out of the original question or the reply. None of the Constitutions reviewed permitted debate following public questions.

Elected Members debated issues arising from the referral from Council. The view was expressed that responses to Council questions were required to be more robust. It was noted that this Authority's Constitution is unique in permitting debate following the response to a question. During the debate the responsibilities of the Chair of Committees were highlighted together with the

advantages of an alternative model whereby questions were formally submitted to Policy Committees which would ensure that other Members of the Committee could contribute to responses to questions. The Chief Executive agreed to model some options, based on the comments made, for submission to the next meeting of the Committee.

## **UPDATES**

### **Elected Member Referral – Local Joint Consultative Committee (LJCC)**

The current Chair of the LJCC had queried whether there was any merit in continuing to hold meetings of the Consultative Committee as there had not been issues referred to the Committee for consideration. Members noted that the Authority now operated various other methods of negotiation and consultation detailed in the report. This Committee was requested to consider whether the LJCC should continue. Elected Members were advised that if this Committee determined to recommend that the LJCC should cease, alternative arrangements would be put in place to formalise the alternative methods that were currently being utilised.

Elected Members were mindful to a review with the potential of replacing the LJCC with alternative methods detailed in the report together with an additional suggestion made at the meeting that any changes which would have been reported to the LJCC being included in the Chief Executive's Business report to Full Council.

It was agreed to recommend that an early meeting of the LJCC be convened to allow the views of members of the LJCC to be sought and reported back to this Committee.

### **Referrals by Full Council**

**Civic and Democratic Arrangements Review** – A report had been considered by this Committee on 15 July 2019. A copy of that report and the minutes of that meeting were appended to the report. Furthermore on the 19 December 2019, during consideration of a report relating to the Medium Term Financial Strategy (MTFS) 2020/21 to 2023/24, it was resolved that a further review be commenced in relation to the costs of the Authority's civic and democratic functions including the Ceremonial Mayoral system and the electoral cycle.

It was highlighted that whilst some operational expenses could be reviewed outside of the constitutional review, changes to the electoral cycle required formal and statutory public consultation. Good practice guidance on consultation exercises suggested that a 12 week period would be appropriate therefore due to the forthcoming whole Council elections due to be held in May, this would need to be considered in the new Municipal year. Taking this in to account Members were asked to consider how they wished to take the review of civic and democratic arrangements forward. The Committee recommended unanimously that changes to the electoral cycle not be made.

Following the meeting of Full Council in December 2019, further representations were made regarding further savings in terms of the following:-

- *Removal of the Ceremonial Mayor position and all of its costs associated with it and move to a Council Leader chair function.*

Where a change in governance arrangements is proposed the Authority would need to take reasonable steps to consult with local electors and other interested persons in the area when drawing up proposals. The Authority must hold a binding referendum following the expiration of the statutory moratorium period in the holding of a referendum, namely, the period of 10 years from the date of the previous referendum. The Committee noted that the last change of governance arrangements followed a referendum in November 2012 and no further referendum to change the governance arrangements could therefore be held until 2022.

- *Remove the requirement to hold civic functions and attendance at civic functions.*

It was highlighted at the meeting that attending Civic functions and events is at the discretion of the Ceremonial Mayor. It was recommended that no further action be taken in relation to this suggestion.

- *Setup a new Events committee function that looks at the Councils events and how we can include local charities and good causes in this.*

Elected Members were advised that the Authority had a small events team within the Regeneration and Neighbourhoods department which organised and supported local events. Furthermore, the Council already had a cross Authority group, the 'Destination Hartlepool' Programme Board', which brought together relevant Council departments and representatives of anchor visitor attractions to plan an annual events programme and publish and promote an annual 'Hartlepool Events Guide.' The guide included details of events organised by the Authority as well as a number of charitable events and is made available via public buildings and schools as well as social media. The Committee agreed to recommend that no changes be made to the existing arrangements.

- *Live streaming of Council meetings on Youtube.*

This has previously been considered by Full Council however at the time was considered to be cost prohibitive. However changes in technology meant that newer and cheaper technology was possibly now available. The Committee acknowledged that the suggestion was not a constitutional issue and the issue was therefore referred to the Chief Executive for consideration.

- *A review of the process of electing Chairs and Deputies. It could be as simple as releasing a job description for chairs and deputies of each committee.*

Elected Members were reminded that the current process for the submission of nominations to the Annual Council Meeting were made following 'Round Table' discussions amongst all Elected Members. Nominations for Chairs and Vice Chairs were considered as part of this process. The functions and responsibilities of each Committee is set out in Article 7 and Part 3 of the Authority's Constitution. When considering the nominations for Chair to these Committees, Members should consider these functions and responsibilities and it was suggested that Members could also consider the introduction of a 'job description for Committee Chairs to be also considered as part of that process as detailed in the report. The Committee agreed to recommend that no changes be made to the existing arrangements.

**Bullying and Harassment Motion** – A Motion had been approved by Full Council in October 2019 in relation to staff in any workplace to being subjected to bullying and harassment and which urged this Council to agree with the sentiment of the motion and refer it to this Committee to consider whether any changes can be incorporated into the Constitution.

Elected Members were advised that the Committee on Standards in Public Life (CSPL) had recently undertaken a review of local government ethical standards. The CSPL had carried out a consultation which the Authority responded to. Having considered the consultation responses, the CSPL had issued a report which included best practice guidance and a list of 26 recommendations a copy of which was appended to the report. It was highlighted that a number of the recommendations involved legislative change which the Government was currently considering. Elected Members were assured that once any changes had been implemented a further report would be brought to Members for consideration.

## RECOMMENDATIONS

- (i) That a report be submitted to the next meeting of this Committee to address issues raised at the meeting in relation to the following:-
  - Community Forums
  - Full Council Procedure Rules – Questions from the Public
  - Local Joint Consultative Committee
- (ii) That the advice of the Chief Solicitor that it was not possible for a non-elected member to be appointed to the role of Ceremonial Mayor was noted and it was agreed to recommend that the current approach for selection of Mayor/Chairman not be changed.
- (iii) That Article 5 be updated in order that the role of Deputy Mayor is explicitly detailed in the Constitution to ensure full understanding of the role.

- (iv) That no changes be made to the existing Civic and Democratic arrangements
- (v) That the livestreaming of meetings of Full Council be referred to the Chief Executive for consideration.

The meeting concluded at 3.55 p.m.

CHAIR



# CONSTITUTION COMMITTEE

2 March 2020



**Report of:** Chief Solicitor and Monitoring Officer

**Subject:** FURTHER PERIODIC REVIEW OF THE COUNCIL'S CONSTITUTION - UPDATE

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## 1. PURPOSE OF REPORT

- 1.1 To seek a view from the Committee regarding proposed changes to the Constitution prior to consideration of changes by Full Council on 19 March 2020.

## 2. BACKGROUND

- 2.1 The Council's Constitution at Article 14 ("Review and Revision of the Constitution") requires that the Monitoring Officer "will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect." Members will recall that a comprehensive review was undertaken and approved by Council on 21 March 2019. Reports to this Committee on 25 November 2019 and 27 January 2020 addressed issues which had arisen since the previous review. This report provides further information on areas identified at the previous meetings upon which Elected Members sought further information.

## 3. PROPOSALS

- 3.1 Further information was sought by the Committee in relation to the following:-

**Article 10 - Community Forums** – a separate report is included on the agenda for this meeting which addresses the issues raised at the meeting on 27 January 2020.

**Council Procedure Rule 9 – Questions from the Public – Following a review of practice adopted by other Authorities and taking on best practice guidance as set out in 'Knowles Best Practice on Local Authority Meetings'** an amendment has been suggested to Rule 9.1

regarding debating public questions. This will allow more time for consideration of public questions.

**Appendix 1** to this report addresses the issues highlighted at the meeting of this Committee on 27 January 2020 by way of suggested changes to the Constitution to include the insertion of a new Council Procedure Rule 9.8– Formal Referral of a Public Question to a Policy Committee. Also included in the appendix is a suggested Protocol for Referral of Public Questions to a Policy Committee Meeting which if approved would be inserted in to Part 5 of the Constitution.

**Elected Member Referral - Local Joint Consultative Committee (LJCC) -** Following the discussions at the previous meeting of this Committee, a meeting of the Local Joint Consultative Committee was convened on 7 February 2020 to consider whether there was any merit in continuing to hold meetings of the Joint Consultative Committee. The draft minutes of the meeting are attached at **Appendix 2**

The Committee will note that the LJCC agreed to recommend that this Committee recommends to Full Council as follows:-

- That the Local Joint Consultative Committee be removed from the list of Outside Bodies and
- That general details of any meetings which had taken place between Trade Union representative and Senior Management or Councillors be included in the Chief Executive's Business Report to Council in the future
- That all future scheduled meetings of the Local Joint Consultative Committee (including pre-agendas) be cancelled pending a final recommendation on its future by the Constitution Committee to Council

In considering the above issues, Members are advised that these proposals do not address potential arrangements for dispute resolution. Therefore a proposal to address this issue is included in the recommendations to this report.

#### **4. RECOMMENDATIONS**

- (i) That the Committee recommend to Full Council approve the amended Council Procedure Rule 9 including the insertion of a supplementary question, referral to a policy committee and removal of debate.
- (ii) That the Committee recommend to Full Council that the LJCC be removed from the list of Outside Bodies and that further work be undertaken, in consultation with the Trade Unions, to clarify a dispute resolution process and how Elected Members can be included in that process.

**5. REASONS FOR RECOMMENDATIONS**

- 5.1 It is the responsibility of the Monitoring Officer to monitor the Constitution to ensure that the aims and principles of the Constitution are given full effect.

**6. BACKGROUND PAPERS**

Hartlepool Borough Council Constitution  
Constitution Committee Minutes 25 November 2019 and 27 January 2020  
Knowles on Local Authority Meetings

## **COUNCIL PROCEDURE RULE 9 - QUESTIONS FROM THE PUBLIC**

### **9.1 General**

During a period of 30 minutes, or a longer period at the discretion of the Chair, residents of Hartlepool may raise questions of, Chairs of Committees and Sub-Committees at ordinary meetings of Full Council in accordance with these procedure rules. [Questions and answers shall not be matters for debate.](#)

### **9.2 Notice of questions**

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than noon on the Thursday of the week before the meeting (or in the case of a meeting held otherwise than on a Thursday, on the expiry of the fifth clear working day before the meeting). Each question must give the name and address of the questioner and must name the Chair of Committee or Sub-Committee to whom it is to be put (if the questioner is under 16 years of age, the notice must include the name, address and signature of the parent or guardian of the questioner).

Questions may be submitted at a later time than the deadline stated above if, in the opinion of the Chair of the Council, the question relates to an urgent issue that has arisen after the deadline.

### **9.3 Order of questions**

- i) Not later than the day before the commencement of any meeting in respect of which more than one notification has been received under rule 9.2 and not rejected under rule 9.5, the order in which the questions shall be asked shall be determined in a manner of random selection to be stipulated by the Chief Executive. The determination of the order shall take place at the Civic Centre and shall be open to the public.
- ii) There shall be excluded from the process described in rule 9.3(i) the question of any person whose question was dealt with at the immediately preceding ordinary meeting of the Council which shall be placed at the end of the order of questions. If there is more than one question to which this paragraph applies, they shall be asked in the order in which they were asked at the preceding meeting.

### **9.4 Number of questions**

At any one meeting no person may submit more than 2 questions but a question may consist of a number of parts.

### **9.5 Scope of questions**

The Chief Executive in consultation with the Chair of the Council, may reject a question if:-

- i) it is not about a matter for which the Authority has a responsibility or which affects the Borough; or
- ii) it is out of order, illegal, irregular or improper; or
- iii) it is defamatory, frivolous or offensive; or
- iv) it is substantially the same as a question which has been put at a meeting of the Council in the past six months and since when there has been no change of circumstances justifying the resubmission of the question ; or
- v) it requires the disclosure of confidential or exempt information; or
- vi) it is unreasonably excessive because of its length or its number of parts; or
- vii) the name of the person wishing to ask the question is not on the Register of Electors

#### **9.6 Record of questions**

- i) The Chief Executive will enter each question in a book open to public inspection and will immediately send a copy of the question to the Elected Member to whom it is to be put. Rejected questions will include reasons for rejection.
- ii) The Chief Executive shall notify the questioner in writing addressed to the questioner at the address at which s/he is registered that his/her question has been accepted ([or referred to a Policy Committee under Rule 9.8](#)) or rejected under rule 9.5 (the letter will be copied to the parent or guardian identified in the notice if the questioner is under 16 years of age)
- iii) Copies of all questions will be circulated to all Elected Members and will be made available to the public attending the meeting.

#### **9.7 Asking the question at the meeting**

- (i) The Chair will invite the Chief Executive to read the submitted question to the Elected Member named in the notice.
- (ii) Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Elected Member who was to respond to the question, will be dealt with by way of a written answer.

(iii) Once the question has been asked, the ~~Chair of the relevant Committee~~Elected Member named in the notice will have 5 minutes to respond to the question.

(iv) Once ~~the Chair of the Committee~~the question has responded to ~~the question~~, supplementary question for clarification purposes only without notice being given. The supplementary question must arise directly from the original question or reply  
~~, Elected Members of the Council may, at the discretion of the Chair of the Council, make comment upon and discuss the issue raised by the question under rule 9.1 or move that the issue raised by the question be referred to a Council Committee.~~

#### **9.8 Formal Referral of a Public Question to a Policy Committee**

If the Chief Executive in consultation with the Chair of Council considers that it would be more appropriate to do so, a question received on notice for submission to Full Council under Rule 9.2 may instead be referred to the next relevant Policy Committee for answer and shall be dealt with in accordance with the Council's Protocol for Public Questions at Policy Committee meetings which is included in Part 5 of the Constitution.

## **PROTOCOL FOR REFERRAL OF PUBLIC QUESTIONS TO A POLICY COMMITTEE MEETING**

1. Where notice of a question from a member of the public is received in accordance with Rule 9.2 of the Council Procedure Rules and has not been rejected under Rule 9.5, the Chief Executive may in consultation with the Chair of Council refer the question to the relevant Policy Committee for answer.
2. A period of not more than fifteen minutes shall be allowed at each ordinary meeting of a Policy Committee for questions referred under Rule 9.8.
3. A list of the questions of which notice has been given shall be circulated to Elected Members of the relevant Policy Committee at, or before, the meeting at which they are to be asked.
4. Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.
5. The question will be answered by the Chair of the Policy Committee without discussion and the answer may take the form of:-
  - (a) a direct oral answer; or
  - (b) where the desired information is contained in a publication of the Authority, a reference to that publication; or
  - (c) where the reply to the question cannot conveniently be given orally, a written answer given to the member of the public submitting the question and circulated to the Policy Committee.
6. The questioner may ask one relevant supplementary question for clarification purposes only which shall be put and answered without discussion. A supplementary question must arise directly from the original question or reply
7. The Member to whom a question, or supplementary question, has been put may decline to answer it. (See note 1 below.)

### **Notes:**

1. It will not be appropriate for a Chair to answer questions under this Protocol about:-

(a) matters which are subject to processes such as particular applications for planning permission, licences, registration, consents or other permissions, or

(b) matters for which there are other processes under the Council's Constitution, such as individual complaints or cases, personnel or disciplinary matters, ethical matters or allegations of fraud.

# CONSTITUTION COMMITTEE

2<sup>nd</sup> March 2020



**Report of:** Assistant Director – Corporate Services

**Subject:** PROPOSAL TO ROLL OUT THE YOUR SAY, OUR FUTURE APPROACH

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## 1. PURPOSE OF REPORT

- 1.1 To provide the Committee with further detail on the Council's engagement approach, Your Say, Our Future, for them to consider and use to inform their recommendation to Council on the future of the Community Forums.

## 2. BACKGROUND

- 2.1 Community Forums were introduced in May 2012 and held quarterly for two areas across the town to discuss local issues and concerns as well as providing information to residents. They helped ensure that residents of the town were better informed about the way council services and other major service providers are running and allowed them to get involved in the decision making process. The Constitution Committee considered the future of the Community Forums at their meeting on 27<sup>th</sup> January 2020. At that meeting the Committee requested a report outlining the planned annual programme for the roll out of the Your Say, Our Future approach for them to consider before making a recommendation to Council.

## 3. PROPOSALS

- 3.1 It is recognised that the Your Say, Our Future approach has worked very well and has facilitated a greater level of involvement and discussion through its collaborative and participatory style of engagement. Since the approach was first utilised in the development of the 2017-2020 Council Plan it has been used to engage with members of the public and partners across the Borough around key issues most recently the review of leisure services and facilities and the new Council Plan. The Face the Public events for the Health and Wellbeing Board and Safer Hartlepool Partnership have been undertaken under the Your Say, Our Future banner for the last few years and the bringing together of these events in 2019 encouraged greater involvement from members of the public.



- 3.2 The Your Say, Our Future approach is included within the Council's Community Engagement and Cohesion Strategy which was adopted by Council in March 2018. It sits within the Council's commitment to:

**Engage** with our communities so that they can have an active role in shaping the future of Hartlepool by influencing local decisions and co-designing services.

- 3.3 Going forward it is proposed that a programme of Your Say, Our Future events is agreed at the beginning of each municipal year and that this continues to include the Face the Public events for the Health and Wellbeing Board and Safer Hartlepool Partnership. The number of events held across the year and when they are held will be determined by the topics around which the Council needs to engage on in any given year. This will reflect the development of Strategies and Plans within the Council's Budget and Policy Framework and any other key consultations that are identified. After initial consideration the following programme for the 2020/21 municipal year has been drafted to include:

What	When
Community Safety Plan 2020-2023 and Safer Hartlepool Partnership	June/July 2020
Budget 2021-22 (Medium Term Financial Strategy and Local Council Tax Support Scheme as required)	September/October/November 2020
Health and Wellbeing Board Your Say Our Future Event	February/March 2021

- 3.4 The Your Say, Our Future approach focuses on engaging members of the public and partners, and provides the opportunity for engagement with officers from the Council and Partner Organisations. Although elected members are welcome to attend it is recognised that there are other mechanisms for engaging directly with elected members including the use of Members Seminars, informal discussions with Policy Chairs and committee members. What has worked well in the past has been when elected members have attended the Your Say, Our Future events and have been able to share what they have heard more widely within committee discussions.

## 4. CONSULTATION

- 4.1 Your Say, Our Future is the banner under which the Council's consultation and engagement activities are delivered. The approach of holding roundtable discussion events is one method that the Council utilises to understand the views of residents, partners and elected members. Other methods utilised by the Council include surveys (online and paper-based), drop in events, Members Seminars and focus groups for particular communities.

## **5. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 5.1 The Your Say, Our Future approach looks to strengthen the Council's engagement with individuals from across the range of protected characteristics and arrangements can be made to facilitate engagement including the use of interpreters at events when prior notice is given.

## **6. STAFF CONSIDERATIONS**

- 6.1 In rolling out this approach the important role that staff will play in facilitating these events needs to be recognised. It is therefore proposed that the bank of suitably trained and experienced staff are expanded to ensure that these events are delivered to the highest possible standard.
- 6.2 Staff will also be encourage to take part in these events as many of them live within the Town and their views are very important to the Council.

## **7. RECOMMENDATIONS**

- 7.1 That the Committee consider the report and subject to the views of Members the Committee formulates its recommendations around Community Forums for submission to Council on 19<sup>th</sup> March 2020.

## **8. REASONS FOR RECOMMENDATIONS**

- 8.1 Constitution Committee are responsible for reviewing, monitoring, and where necessary, recommending changes to the Constitution to full Council, so that the aims and principles of the Council's Constitution are given full effect.

## **9. BACKGROUND PAPERS**

Hartlepool Borough Council's Constitution  
Constitution Committee Report, Further periodic review of the Council's  
Constitution – update, 27<sup>th</sup> January 2020  
Constitution Committee Draft Minutes 27<sup>th</sup> January 2020

## **10. CONTACT OFFICERS**

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