

CONSTITUTION COMMITTEE

AGENDA



Tuesday 29 July 2025

at 10.00 am

**Committee Room B,
Civic Centre, Hartlepool**

CONSTITUTION COMMITTEE:

Councillors Bailey-Fleet, Boddy, Buchan, Dodds, Dunbar, Harrison (C), Little, Thompson and one vacancy.

- 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 April 2025
- 4. ITEMS REQUIRING DECISION**
 - 4.1 Appointment of Vice Chair, Constitution Committee – *Director of Legal, Governance and Human Resources*
 - 4.2 Periodic Review of the Constitution – *Director of Legal, Governance and Human Resources*
- 5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

FOR INFORMATION

Date of next meeting – Monday 1 September at 2.00 pm in the Civic Centre, Hartlepool

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 April 2025

The meeting commenced at 10.05 am in the Civic Centre, Hartlepool

Present:

Councillor Brenda Harrison (In the Chair)

Councillors: Quewone Bailey-Fleet, Moss Boddy, Sue Little, John Nelson and Carole Thompson

Officers: Umi Filby, Principal Property, Planning and Commercial Solicitor
Angela Armstrong, Principal Democratic Services and Legal Support Officer

31. Apologies for Absence

Apologies for absence were received from Councillor Corinne Male.

32. Declarations of interest by Members

None.

33. Minutes of the meeting held on 27 January 2025

Confirmed.

34. Constitution Review (*Monitoring Officer/Director of Legal, Governance and Human Resources*)

During the recent periodic review of the Council's Constitution, Members had questioned the remit of the Finance and Policy Committee. It had been suggested that changes were made to the current arrangements as follows:

Rename Finance and Policy Committee 'Finance and Corporate Affairs Committee' and changes its functions/service areas as follows:

- a) Move Facilities Management (Catering and Cleaning) to within the remit of Neighbourhood Services Committee; and
- b) Move Safer Hartlepool Partnership to within the remit of Neighbourhood Services Committee.

During the discussions that followed it was suggested that a review of Officers delegated powers be undertaken. The Chair noted that this would be added to the agenda of the next Constitution Committee.

In addition to this, the Chair requested a list of all changes made to the Constitution during 2024/25 and that this be circulated to all Members.

Decision

The Committee recommended that Full Council agree the following:

- (i) The Finance and Policy Committee be renamed Finance and Corporate Affairs Committee.
- (ii) Facilities Management (Catering and Cleaning) be transferred to within the remit of Neighbourhood Services Committee; and
- (iii) Safer Hartlepool Partnership be transferred to within the remit of Neighbourhood Services Committee.

The meeting concluded at 10.10 am

CHAIR

CONSTITUTION COMMITTEE

29 July 2025



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

Subject: PERIODIC REVIEW OF THE CONSTITUTION

1. PURPOSE OF REPORT

1.1 To consider changes to the Council's Constitution.

2. ISSUES FOR CONSIDERATION

2.1 Conservation Areas – replacement windows and doors

At the Extraordinary meeting of Council on 28 November 2024 Councillor Moore proposed:

That the Planning Delegation Scheme be amended to include that any planning application received in a conservation area for replacement windows and/or doors be automatically called into Planning Committee.

As all changes to the constitution must be considered by Constitution Committee, Members were advised that the issue must be referred to this Committee.

Currently applications relating to replacement windows/doors are dealt with in line with normal planning applications. In line with the Constitution, Members can call them in to Committee as required but if the decision is inline with policy and has not reached the threshold of objections for reporting to committee, it would be officer decision in consultation with the Chair of Planning Committee.

Members are asked to consider whether any changes should be made to the planning delegations within part 3 of the Constitution for referral to Full Council.

2.2 Membership of Local Joint Consultative Committee (LJCC)

A request has been received for Members to consider increasing the Trade Union Membership on the Local Joint Consultative Committee to five to allow for a GMB representative to be included in the membership.

The LJCC membership is currently as follows:

3. REPRESENTATION

The LJCC shall comprise of:

Four (maximum) Elected Member representatives to be appointed at the Annual Meeting of Council for the Municipal year. Such representatives must not be members of the Council's Finance and Policy or Appeals Committee. With the exception that either the Leader or Deputy Leader of the Council and the Leader of the largest opposition group may attend each meeting with full speaking (but not voting) rights.

Four (maximum) HBC Trade Union representatives appointed by the HJTUC.

Four (maximum) HBC officer representatives appointed by the Managing Director.

Members are asked to consider increasing the Trade Union membership to five.

3. RECOMMENDATIONS

- 3.1 For Members to consider any proposed changes and make recommendations to Full Council.

4. REASONS FOR RECOMMENDATIONS

- 4.1 To ensure the Constitution is regularly reviewed and fit for purpose.

5. BACKGROUND PAPERS

Hartlepool Borough Council's Constitution
Council Minutes – 28 November 2024

8. CONTACT OFFICERS

Hayley Martin
Hayley.martin@hartlepool.gov.uk
01429 523002