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| [REPORT TO:      |    | Annual General Meeting                           |  |
| DATE:            |    | 15th May 2025                                    |  |
| PORTFOLIO:       |    | Leader of the Council                            |  |
| REPORT AUTHOR:   |    | Executive Director (Legal & Democratic Services) |  |
| TITLE OF REPORT: |    | Annual Constitution Update                       |  |
| EXEMPT REPORT:   | No |  |  |
|                  |    |  |  |
| KEY DECISION:    | No | If yes, date of publication:                     |  |

## 1. **Purpose of Report**

- 1.1 To propose a number of updates to the Council's written constitution following the annual review of the same.

## 2. **Recommendations**

- 2.1 That Council agrees to adopt the revised Council Procedure Rules attached at Appendix 1 to this report (with proposed amendments shown in red);

## 3. **Reasons for Recommendations and Background**

- 3.1 The Council is required by law to have a written constitution. The Council's written constitution is reviewed regularly and a copy of the constitution is available on the Council's website. A review of the constitution is undertaken annually to:

- (i) ensure the constitution accurately reflects the Council's political management arrangements; and
- (ii) ensure the constitution reflects changes to the law, staffing structures and best practice guidance;

### 3.2 **Council Procedure Rules**

The Council Procedure Rules are the rules of procedure for Council meetings. Proposed amended Procedure Rules are attached at Appendix 1 to this report, with the changes shown in red. In summary, the changes are as follows:

- The Council hasn't appointed a chair of council business for some years, so the provisions relating to the same have been deleted;
- The Council hasn't had a petition scheme for some years, so reference to the same has been deleted;
- It is proposed that members of the public should raise questions at Council via their ward councillor, rather than having the right to submit questions directly. However, it is proposed that more time is allowed for the submission of questions by changing the deadline to two clear days before the Council meeting;
- It is proposed that motions on notice will need to be signed by three councillors (i.e. a mover, seconder and one other), a reduction from the current five;
- It is proposed that an Altham Parish Council representative may speak at Planning Committee in respect of planning applications within the Parish of Altham provided the Chair of the Planning Committee gives consent.

3.3 Members will be offered training on the Council's decision-making processes. This will cover constitutional requirements, as well as legal requirements for sound and lawful decisionmaking

#### **4. Alternative Options considered and Reasons for Rejection**

4.1 None, although members could chose to reject any of the proposed amendments and retain the current version of these documents whilst the proposed amendments are reconsidered.

#### **5. Consultations**

5.1 The Council's controlling group has been consulted re the proposed changes to the Council Procedure Rules.

#### **6. Implications**

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| <b>Financial implications (including mainstreaming)</b> | None.  |
| <b>Legal and human rights implications</b>              | None. However, it is part of good governance to keep the constitution under regular review and up to date. |
| <b>Assessment of risk</b>                               | None   |

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| <b>Equality and diversity implications</b><br><i>A <a href="#">Customer First Analysis</a> should be completed in relation to policy decisions and should be attached as an appendix to the report.</i> | None identified. |
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**7. Local Government (Access to Information) Act 1985:**  
**List of Background Papers**

None

**8. Freedom of Information**

- 8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.