

<b>Constitution Committee</b>	
<b>Monday 9 October 2017 at 3.00 pm</b>	
<b>Members' Room - Shire Hall, Gloucester</b>	
<b>AGENDA</b>	

<b>1</b>	<b>ELECTION OF CHAIRMAN</b> To elect a Chairman for the Civic Year (2017/18).	Laura Powick
<b>2</b>	<b>ELECTION OF VICE-CHAIRMAN</b> To elect a Vice-Chairman for the Civic Year (2017/18).	Laura Powick
<b>3</b>	<b>APOLOGIES FOR ABSENCE</b> To note any apologies for absence.	Laura Powick
<b>4</b>	<b>MINUTES</b> (Pages 1 - 4) To approve the minutes of the meeting held on 16 January 2017.	Laura Powick
<b>5</b>	<b>PUBLIC QUESTIONS</b> To answer any written public questions about matters which are within the powers and duties of the Committee. <b>The closing date/time for receipt of questions is 10.00am on Monday 2 October 2017.</b> To answer any oral question(s) put by members of the public with the consent of the Chairperson.  <i>Depending on the nature of the questions asked it may not be possible to provide a comprehensive answer at the meeting, in which case a written answer will be supplied as soon as reasonably possible after the meeting.</i>	Laura Powick

6	<p><b>MEMBERS' QUESTIONS</b></p> <p>To answer any written members' questions. <b>The closing date/time for the receipt of questions is 10.00am on Monday 2 October 2017.</b></p>	Laura Powick
7	<p><b>ROLES AND RESPONSIBILITIES OF THE CONSTITUTION COMMITTEE</b> (Pages 5 - 6)</p>	Jane Burns
8	<p><b>ARRANGEMENT FOR THE CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE</b></p> <p>At the Overview and Scrutiny Management Committee meeting on 17 March 2017, members agreed the following recommendation, which would need to be considered by the Constitution Committee:</p> <p><b>That the arrangement for the Chair of Audit and Governance to be a member of the opposition group be formalised.</b></p> <p>The Committee is asked to consider the recommendation.</p>	Chairman
9	<p><b>GLOUCESTERSHIRE ECONOMIC GROWTH SCRUTINY COMMITTEE - PROPOSED CHANGES TO THE TERMS OF REFERENCE</b> (Pages 7 - 10)</p> <p>To consider the proposed changes to the Gloucestershire Economic Growth Scrutiny Committee terms of reference.</p>	Cllr David Norman MBE
10	<p><b>GLOUCESTERSHIRE HEALTH AND WELLBEING BOARD - PROPOSED CHANGES TO THE TERMS OF REFERENCE</b> (Pages 11 - 16)</p> <p>To consider the proposed changes to the Gloucestershire Health and Wellbeing Board terms of reference.</p>	Sarah Scott
11	<p><b>ORAL QUESTIONS AT COUNCIL</b> (Pages 17 - 18)</p> <p>To review the arrangements.</p>	Cllr Mark Hawthorne MBE
12	<p><b>MOTIONS AT MEETINGS OF THE FULL COUNCIL</b></p> <p>To review the arrangements.</p>	Cllr Paul Hodgkinson
13	<p><b>CHANGES TO THE EMPLOYEE CODE OF CONDUCT</b> (Pages 19 - 48)</p> <p>To consider the attached report.</p>	Jane Burns

<b>14</b>	<b>MONITORING OFFICER CHANGES TO THE CONSTITUTION</b> (Pages 49 - 66)  To consider the attached reports.	Jane Burns
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**Membership** – *Cllr Mark Hawthorne MBE, Cllr Colin Hay, Cllr Paul Hodgkinson, Cllr Nigel Moor, Cllr John Payne, Cllr Rachel Smith, Cllr Lynden Stowe, Cllr Ray Theodoulou and Cllr Will Windsor-Clive*

- (a) **DECLARATIONS OF INTEREST** – Members requiring advice or clarification about whether to make a declaration of interest are invited to contact the Monitoring Officer, Jane Burns ☎01452 328472 /fax: 425149/ e-mail: [Jane.Burns@gloucestershire.gov.uk](mailto:Jane.Burns@gloucestershire.gov.uk)) prior to the start of the meeting.
- (b) **INSPECTION OF PAPERS AND GENERAL QUERIES** - If you wish to inspect minutes or reports relating to any item on this agenda or have any other general queries about the meeting, please contact: Laura Powick, Democratic Services Adviser ☎:01452 324205/fax: 425850/e-mail: [laura.powick@gloucestershire.gov.uk](mailto:laura.powick@gloucestershire.gov.uk)
- (c) **GENERAL ARRANGEMENTS**  
Members are required to sign the attendance list.
- (d) Please note that photography, filming and audio recording of Council meetings is permitted subject to the Local Government Access to Information provisions. Please contact Democratic Services (tel 01452 425230) to make the necessary arrangements ahead of the meeting. If you are a member of the public and do not wish to be photographed or filmed please inform the Democratic Services Officer on duty at the meeting.

**EVACUATION PROCEDURE** - in the event of the fire alarms sounding during the meeting please leave as directed in a calm and orderly manner and go to the assembly point which is **outside the main entrance to Shire Hall in Westgate Street**. Please remain there and await further instructions.

