

Attendance

Members of the Special Advisory Group

Cllr Andrew Johnson (Chair)
Cllr Rita Potter
Cllr John Reynolds
Cllr Paul Singh
Cllr Tersaim Singh

Employees

Keith Ireland	Managing Director
Martyn Sargeant	Group Manager - Corporate Administration
Penny Williams	Interim Democratic Services Manager

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Apologies for absence**
Apologies for absence were received from Councillors Roger Lawrence, Stephen Simkins, Paul Sweet and Wendy Thompson.
- 2 **Declarations of interests**
No declarations of interest were received.
- 3 **Minutes of the previous meeting (7 December 2015)**
Resolved:
 That the minutes of the meeting held on 7 December 2015 be approved as a correct record and signed by the Chair.
- 4 **Matters arising**
There were no matters arising from the minutes of the previous meeting.
- 5 **Review of the Constitution**
The Group received a report the purpose of which was to provide an outline of the process for the proposed revision of the Constitution.

The Group Manager – Corporate Administration explained the rationale for the proposal, in particular the constitution needed to be more modern in its approach and more closely reflect the Council's governance needs. Moreover, that a consultant from the Association of Democratic Services Officers (ADSO) had been approached to carry out the work as it was felt there was insufficient capacity for this to be delivered internally.

Members of the Group discussed the proposal and concluded that the review was not a current priority and the work should be carried out in house during the summer.

Resolved:

That the work be carried out in-house and progress should be reviewed and reported back to a future meeting of the Special Advisory Group.

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Schedule of Councillor meetings 2016/17

The Group received the schedule of meetings for the forthcoming municipal year.

Resolved:

That subject to the Chair and Vice Chair of the Pensions Committee agreeing to the revised times of the Pensions Committee and the Investment Advisory Sub – Committee the schedule be agreed.