

CHANGES TO THE CONSTITUTION AND SCHEME OF DELEGATION

Part 2 – Articles of the Constitution

Article 4 – The Full Council

On page 10 at paragraph 12 delete “Senior Officer Pay Scheme” and insert “*Chief Officers Pay Scheme (JNC Conditions) as part of Annual Pay Policy*”.

Article 10

On page 23

(1) Composition – Membership
in paragraph ‘a’ delete ‘five’ and insert ‘seven’

(2) Role and Function insert a new paragraph 7 – “*Bi-annually insert on the Council website and local newspaper an article providing details of the operation and function of the Committee*”

Part 4 – Rules of Procedure

Substitution – page 116 paragraph (iii) and page 131 paragraph 2.4.3 delete “one clear working day” and insert “*on the working day before the meeting*”

Delete the existing charts on pages 116 and 131 respectively and replace as follows:

<i>Day of Meeting</i>	
<i>Monday</i>	<i>5pm the previous Friday</i>
<i>Tuesday</i>	<i>5pm the previous Monday</i>
<i>Wednesday</i>	<i>5pm the previous Tuesday</i>
<i>Thursday</i>	<i>5pm the previous Wednesday</i>
<i>Friday</i>	<i>5pm the previous Thursday</i>

Show of hands – Page 127 paragraph 4.17.3 delete the word “demanded” and replace with the word “*required*”.

Recorded Vote – Page 127 paragraph 4.17.4

Delete the following paragraph

“If five members present at the meeting demand it the names for and against the motion of amendment or abstaining from voting will be taken down in writing and entered into the minutes”

And replace with:

“Immediately following a vote taken in public, at a meeting of full Council, which is not unanimous by virtue of votes for and against the motion (not simply by abstention) the names of those members who have voted will be taken down in writing and recorded in the minutes of the meeting.”

SCHEDULE 5 – OVERVIEW AND SCRUTINY PROCEDURE RULES

Work programme - Page 163 paragraph 8

- (i) Re-label the existing paragraph (a)
- (ii) In paragraph (a) delete the words “subject to the requirements of any Scrutiny Co-ordinating Committee”
- (iii) Add a new paragraph (b) as follows:
“proposals for inclusion on the work programme will require to be submitted in writing through the Chair at a properly constituted meeting of the Committee and contain specific details of the subject proposed for scrutiny review along with the reasons for the proposal, the purpose of the proposal, the objectives of the proposal and officer support required.”
- (iv) Add a new paragraph (c) as follows:
“the Committee will consider the proposal at paragraph (b) above at the next properly constituted meeting of the Scrutiny Committee and decide whether the proposal is suitable for inclusion on the work programme.”
- (v) Add a new paragraph (d) as follows:
“the Committee will decide on the terms of reference of the scrutiny review that is to be undertaken arising from any proposal accepted for inclusion on the work programme.”

SCHEDULE 14- PROTOCOL ON THE USE OF PRINTING, PHOTOCOPYING AND POSTAGE

Delete the following paragraphs :-

1.5 POSTAGE

1.5.1 Basis of Provision

Facilities are available to Members of the Council on the basis of posting individual letters for the purpose of

Responding to individual or small groups of constituents on specific matters raised by them

Communication with groups of constituents on matters or relevance specifically to them

Communication with other organisations as a part of dealing with issues raised by Constituents

Providing information on a one off basis to new electors in the Ward on the work of the Council, its Committees and Sub Committees, services in the area provided by the Council or joint authorities [e.g. health] and how to contact their local Councillors or MP.

The facilities are not available for mail shots, the distribution of leaflets or the posting of general information to constituents other than in the circumstances described above.

Clarification on any proposed use of postal facilities can be obtained from Democratic Services.

1.5.2 Business Reply/Freepost Service

The Freepost Licence can be used by Members

To facilitate responses to individual letters of the type that could be posted by the Council

On cards which have been produced under the arrangements for Members printing set out in this guidance note

1.6 RECORD OF USAGE

A record of each Members usage of these provisions will be maintained by Democratic Services

The schedule be renamed and read as follows:-

SCHEDULE 14 - PROTOCOL ON THE USE OF PRINTING AND PHOTOCOPYING

1 INTRODUCTION

The Council only has power to provide facilities that assist Members in discharging their role as Members of the Council. Such services can therefore only be used on Council business and never in connection with party political or electoral campaigning activity or for private purposes.

This Protocol covers the use of such facilities provided under the Members' Services budget and has been approved.

1.1 PRINTING AND PHOTOCOPYING

1.1.1 Basis of Provision

Printing facilities are available to Members of the Council (1) in their capacity as Ward Councillors for the purpose of the provision of information to constituents in their Wards and (2) in relation to their Special Responsibility for the purpose of the provision of information to residents, elected representatives or public service/third sector partners about :

- (a) the work of the Council, its Committees and Sub Committees
- (b) services in the area provided by the Council or joint authorities [e.g. health]
- (c) how to contact their local Councillors, local authorities or MP and raise issues
- (d) meetings, consultation and local initiatives for the area organised by or on behalf of the Council.

The facilities are not available for the production of material which in whole or in part appears to be designed to affect public support for or to promote:

- (a) a political party
- (b) a candidate or group of candidates in an election
- (c) an electoral or party political campaign
- (d) the policies or beliefs of any individual group or councillor
- (e) third party campaigns

1.1.2 Detailed Arrangements

Quantity Entitlement is for a maximum of 500 A4 copies per Member per calendar month.

Materials Standard range of white/tinted paper or card stocked by Democratic Services will be available for use.

Content Under no circumstances can the name of a political party appear on the printed material. Slogans, title or phrases which are associated with a political party cannot be part of the text.

Layout There is no prescribed format for the layout.

Logos Material produced should include an indication that it has been printed by the Council under the arrangements for members printing. This can be by use of the Coat of Arms or Logo or the acknowledgement 'Printed by Tamworth Borough Council'

Names In addition to the names of Members of the Council printed material can contain the name of the MP or MEP for the area and the names of relevant officers of the Council shall not be included, only job titles will be permitted with prior consent of the Officer.

Photos These can be incorporated on the same basis as that which applies to the inclusion of names.

1.2 MULTI FUNCTIONAL DEVICES

Members have use of all Multi Functional Device's (MFD's) in Marmion House on a self service basis. Member's pass number is the login for all MFD's. Member's require to undertake their own printing and photocopying at any of the devices in connection with Council business only. Short run printing facilities connected to a networked PC also are provided in Member's Lounge in connection with Council business only.

Members use will be monitored on an individual and overall basis in line with the monthly entitlement.

1.3 COAT OF ARMS

The Coat of Arms and the Council's logo are only available for use in connection with Council business, which includes when Members are communicating on legitimate Council business.

Use by Members of the Council is only acceptable on material produced under the arrangements for Members printing, or on Members personalised stationery.

Under no circumstances should the Coat of Arms or the Council logo be used as part of material produced by or on behalf of Members of the Council outside of the approved arrangements described above.

1.4 PERSONALISED LETTERHEAD AND BUSINESS CARDS

A template is available for Members to print direct from their laptops. A colour printer is available in the Members' Room.

Personalised business cards can include details of advice bureaux or reference to other representative roles undertaken where that role arises from being a Member of Tamworth Borough Council

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