



Notice of Meeting of

## **CONSTITUTION AND GOVERNANCE COMMITTEE**

**Monday, 9 September 2024 at 2.00 pm**

**John Meikle Room, The Deane House,  
Belvedere Road, Taunton TA1 1HE**

To: The members of the Constitution and Governance Committee

Chair: Councillor Ross Henley  
Vice-chair: Councillor Tim Kerley

Councillor Theo Butt Philip	Councillor Simon Carswell	Councillor Barry Clarke
Councillor Hugh Davies	Councillor Dawn Johnson	Councillor Helen Kay
Councillor Martin Lovell	Councillor Sue Osborne	Councillor Emily Pearlstone
Councillor Steven Pugsley	Councillor Martin Wale	

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For further information about the meeting, including how to join the meeting virtually, please contact Democratic Services [democraticservicesteam@somerset.gov.uk](mailto:democraticservicesteam@somerset.gov.uk).

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: [democraticservicesteam@somerset.gov.uk](mailto:democraticservicesteam@somerset.gov.uk) by **5pm on Tuesday, 3<sup>rd</sup> September 2024**.

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

The meeting will be webcast and an audio recording made.

Issued by David Clark the Proper Officer on Friday, 30 August 2024

# AGENDA

**Constitution and Governance Committee - 2.00 pm Monday, 9 September 2024**

**Public Guidance Notes contained in Agenda Annexe** 5 - 6

**Click here to join the online meeting** 7 - 8

**1 Apologies for Absence**

To receive any apologies for absence.

**2 Minutes from the Previous Meeting (Pages 9 - 18)**

To approve the minutes from the previous meeting.

**3 Declarations of Interest**

To receive and note any declarations of interests in respect of any matters included on the agenda for consideration at this meeting.

(The other registrable interests of Councillors of Somerset Council, arising from membership of City, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes: [City, Town & Parish Twin Hatters - Somerset Councillors 2023](#) )

**4 Public Question Time**

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, please see details under 'click here to join online meeting'.

**5 Contract Procedure Rules (Pages 19 - 138)**

To consider endorsing the revised Contract Procedure Rules and Standing Orders and recommend their adoption by Full Council.

**6 LGBCE Electoral Review - Somerset Council's Submission (Pages 139 - 154)**

To consider Somerset Council's proposed submission for the number of councillors to the Local Government Boundary Commission's Electoral Review.

## **7 General Election 2024 Update**

To consider the update from Steven Lake, Electoral Services Manager, and Peter Stanyon, Chief Executive of the Association of Electoral Administrators.

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|------------|---------------------------------------------------|--------------|
| <b>7.1</b> | General Election 2024 Postal Vote Update          | 155 -<br>156 |
| <b>7.2</b> | General Election 2024 Voter ID Requirement Update | 157 -<br>158 |

## **8 Review of Parliamentary Polling Districts and Polling Places (Pages 159 - 162)**

To consider the proposal.

## **9 Senior Leadership Team Restructure - Consequential Review of Part I1, Part I2, and Part I3 of Somerset Council's Constitution (Pages 163 - 318)**

To consider the proposed revisions to Part I1, I2, and I3 and recommend adoption by Full Council.

## **10 Constitution and Governance Committee Work Programme (Pages 319 - 320)**

To consider the work programme and identify any potential changes.