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**CONSTITUTION AND GOVERNANCE
COMMITTEE**



**Monday 21 November 2022
2.00 pm Luttrell Room - County Hall,
Taunton**

To: The members of the Constitution and Governance Committee

Cllr T Butt Philip (Chair), Cllr S Carswell (Vice-Chair), Cllr B Clarke, Cllr H Davies, Cllr D Johnson, Cllr H Kay, Cllr C Lawrence, Cllr M Lovell, Cllr M Murphy, Cllr S Osborne, Cllr S Pugsley, Cllr R Wilkins and Cllr A Wiltshire

All Somerset County Council Members are invited to attend.

Issued By Scott Wooldridge, Monitoring Officer and head of Governance and Democratic Services - 11 November 2022

For further information about the meeting, please contact Clare Rendell - Governance Specialist on 01823 357628 or email - democraticservicesteam@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda.

This meeting will be open to the public and press, subject to the passing of any resolution under Section 100A (4) of the Local Government Act 1972.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

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AGENDA

Item Constitution and Governance Committee - 2.00 pm Monday 21 November 2022

****Public guidance notes contained in agenda annexe****

1 **Apologies for Absence**

To receive member's apologies.

2 **Declarations of Interest**

Details of all Members' interests in District, Town and Parish Councils can be viewed on the [Council Website](#)

The Statutory Register of Member's Interests can be inspected via request to the Democratic Service Team. Any new or updated declarations of interest will be received.

3 **Minutes from the previous meeting held on 20 October 2022** (Pages 7 - 12)

To note the minutes from the previous meeting of the Constitution and Governance Committee, circulated within the agenda.

4 **Public Question Time**

The Chair will allow members of the public to ask a question or make a statement about any matter on the agenda for this meeting. **These questions may be taken during the meeting, when the relevant agenda item is considered, at the Chair's discretion.**

5 **Elections Act 2022** (Pages 13 - 20)

To consider the report

6 **2023 Boundary Review - Parliamentary Constituencies - Final Proposals**

To receive PowerPoint presentation and verbal update

7 **Work Programme** (Pages 21 - 22)

To consider the work programme of the Committee.

8 **Any other urgent items of business**

The Chair may raise any items of urgent business.

Guidance notes for the meeting

1. **Council Public Meetings**

The former regulations that enabled virtual committee meetings ended on 7 May 2021. Since then, all committee meetings need to return to face-to-face meetings. The requirement is for members of the committee and key supporting officers to attend in person, along with some provision for any public speakers. Provision will be made wherever possible for those who do not need to attend in person including the public and press who wish to view the meeting to be able to do so virtually.

2. **Inspection of Papers**

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticservicesteam@somerset.gov.uk or telephone 01823 357628. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers. Printed agendas can also be viewed in reception at the Council offices at County Hall, Taunton TA1 4DY.

3. **Members' Code of Conduct requirements**

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: [Code of Conduct](#)

4. **Minutes of the Meeting**

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

5. **Public Question Time**

If you wish to speak, please contact Democratic Services by 5pm 3 clear working days before the meeting. Email democraticservicesteam@somerset.gov.uk or telephone 01823 357628.

Members of public wishing to speak or ask a question will need to attend in person or if unable can submit their question or statement in writing for an officer to read out.

After entering the Council building you may be taken to a waiting room before being taken to the meeting for the relevant agenda item to ask your question. After the agenda item has finished you will be asked to leave the meeting for other members of the public to attend to speak on other items.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered.

At the Chair's invitation you may ask questions and/or make statements or comments about any matter on the Committee's agenda – providing you have given the required notice. You may also present a petition on any matter within the Committee's remit. The length of public question time will be no more than 30 minutes in total (20 minutes for meetings other than County Council meetings).

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish.

If an item on the agenda is contentious, with many people wishing to attend the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, to three minutes only.

In line with the council's procedural rules, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

Provision will be made for anybody who wishes to listen in on the meeting only to follow the meeting online.

6. **Meeting Etiquette for participants**

- Only speak when invited to do so by the Chair.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Speak clearly (if you are not using video then please state your name)

- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

7. **Exclusion of Press & Public**

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask Participants to leave the meeting when any exempt or confidential information is about to be discussed.

8. **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording, and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting.

Please contact the Committee Administrator or Democratic Services on 01823 357628 or email democraticservicesteam@somerset.gov.uk if you have any questions or concerns.

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CONSTITUTION AND GOVERNANCE COMMITTEE

Minutes of a Meeting of the Constitution and Governance Committee held in the Luttrell Room - County Hall, Taunton, on Thursday 20 October 2022 at 2.00 pm

Present: Cllr T Butt Philip (Chair), Cllr B Clarke, Cllr H Davies, Cllr D Johnson, Cllr H Kay, Cllr C Lawrence, Cllr M Murphy, Cllr S Osborne, Cllr S Pugsley, Cllr R Wilkins, Cllr E Pearlstone, Cllr D Darch and Cllr H Shearer

Other Members present on Microsoft Teams: Cllr L Redman and Cllr S Wakefield

Apologies for absence: Cllr S Carswell, Cllr M Lovell and Cllr A Wiltshire

1 **Apologies for Absence** - Agenda Item 1

Apologies were received from Councillor Martin Lovell, who was substituted by Councillor Emily Pearlstone, Councillor Simon Carswell, who was substituted by Councillor Heather Shearer, and Councillor Alex Wiltshire, who was substituted by Councillor Dixie Darch.

2 **Declarations of Interest** - Agenda Item 2

The Committee noted the details of the personal interests of all Councillors present already declared in relation to their membership of County, District, Town and Parish Councils.

There were no new declarations of interest made at the meeting.

3 **Minutes from the previous meeting held on 12 September 2022** - Agenda Item 3

The minutes of the meeting held on Monday 12 September 2022 were approved and signed as a correct record.

4 **Public Question Time** - Agenda Item 4

There were no questions asked, statements made or petitions presented.

5 **Work Programme** - Agenda Item 5

This was a standing item for the Committee so that it could review and set its forward plan of work to support the delivery of the Council's priorities.

The Committee discussed the items to be considered at the November 2022 meeting and the Monitoring Officer advised the Committee of two changes, Decision Making and Senior Officers were to be moved from the November 2022 meeting to the January 2023 meeting.

6 **Public Participation** - Agenda Item 6

The Committee considered a presentation from the Council's Monitoring Officer and Strategic Manager – Governance and Democratic Services, Scott Wooldridge, which outlined the approach and options to developing the section on Public Participation within the new Constitution for the new Somerset Council.

The following points were highlighted:

- Timings of meetings:
- Concern was raised on working age councillors and whether they would be able to attend council meetings during the day, due to work commitments. Councillors further queried whether any comparison work had been carried out with other unitary councils.
The Monitoring Officer advised that a comparison had been carried out, the results of which had been included in the presentation.
- Councillors suggested that some meetings could be held in the local areas, such as Planning Committee and the Local Community Networks (LCNs) and should be held in the evening to encourage public attendance.
- Councillors queried what Public Participation was like in other unitary councils.
The Monitoring Officer advised that the participation was varied across the other councils. He also advised that the title was deliberately named 'Participation', as engagement should happen at an earlier stage of the democratic process.
- Councillors queried the use of hybrid meetings.
The Monitoring Officer advised that the current legislation did not allow for hybrid meetings, so committee members (voting members) were required to attend in person. Councils had been lobbying Central Government to request a change to the legislation.
- Concern was raised that women were under-represented within the council and if meetings were held between 2pm and 6pm, this could be difficult for parents to attend if they had to fit it around the 'school run'.
- Councillors agreed that it was a difficult issue and that they wanted to be fair for all but that a pragmatic approach was needed. The proposed timings were a good starting place.
- Councillors agreed that locations needed to be considered as well as timings of meetings.
- Concern was raised on the timings of the LCNs, as councillors wanted to ensure that those meetings did not clash with the parish council meetings or with any of the unitary council meetings.
- Councillors urged officers to ensure that the computer systems used in the New Council were improved to ensure proper public engagement could be carried out at meetings.

The Monitoring Officer advised that the systems currently used did allow for public to take part in the meetings from home.

- Councillors suggested a template could be drawn up for public statements and that the language used should enable public engagement.
- Public questions:
- Councillors supported the addition of a supplementary question for clarification only purposes.

The Monitoring Officer confirmed that the supplementary question would not allow for another 3 minutes of questions and that he would recommend a time limit of 1 minute. The total time permitted to Public Question Time was 20 minutes in total but was at the Chair's discretion to allow for extra time.

- Councillors requested assurance that answers would be given at the meetings and not via a written answer.

The Monitoring Officer advised that answers should be given at the meetings, as the deadline for public questions was sufficient to allow officers to compile answers in time for the meeting.

- Councillors supported the change to 2 days' notice for public questions.
- Councillors queried whether the agendas could be published 6 days prior to the meetings.

The Monitoring Officer advised that he could request that agendas were published earlier, however, that would impact on officers' timeframes for producing reports and the legislation stated that agendas had to be published 5 working days prior to the meetings.

- Councillors queried whether there was a time limit for producing minutes of meetings.

The Monitoring Officer advised that the standard timeframe was to ensure the minutes were produced in time for inclusion in the following agenda. Decision notices were produced soon after the meeting.

- Councillors queried whether hard copies of the agendas were available in local offices.

The Monitoring Officer advised that hard copies were available at the principal council offices.

- Petitions:
- Councillors suggested that parish councillors should be recognised when they had submitted a statement for Public Question Time.
- Some councillors liked the use of the term 'citizen' and others liked the use of the term 'people'.
- Councillors agreed that the language used in the new constitution needed to be legal, but it should also be clear and 'user friendly'.

7 **Full Council Meeting Procedures** - Agenda Item 7

The Committee considered a presentation from the Council's Monitoring Officer and Strategic Manager – Governance and Democratic Services, Scott

Wooldridge, which outlined the approach and options to developing the section on Full Council Procedures within the new Constitution for the new Somerset Council.

The following points were highlighted:

- Councillors queried if the boundary review reduced the number of councillors, would mean the quorum for Full Council meetings would be changed.
- Councillors suggested that the time limit for councillors to speak could be changed from 5 minutes to 3 minutes. The reason behind the suggestion, was that Full Council should be for endorsement only and so councillors should be able to say all that they needed to within a 3-minute timeframe.
- Concern was raised for those councillors who were opposition spokespersons, as they might need longer than 3 minutes.
- Councillors agreed that further clarification was required on the terms 'motions' and 'requisitioned items'.
- Councillors agreed that advance warning was needed for submission of amendments.
- Councillors queried whether the constitution detailed what items would need to go to Full Council.

The Monitoring Officer advised that those details would be included in the section of the constitution for Full Council Functions.

- Councillors queried how members would be held accountable with their attendance at meetings.

The Monitoring Officer advised that he could include a report at the Annual Council Meeting (AGM) that detailed councillors' attendance records.

- Councillors suggested that substitutes could be appointed at the AGM within the Committee Composition report. That would ensure that all the relevant councillors received training for certain committees. The leader of each group could then monitor attendance.
- Councillors suggested that the unitary councillor job role could be attached as an appendix.

8 **Recruitment of Independent Persons for new Somerset Council** - Agenda Item 8

The Committee considered a presentation from the Council's Monitoring Officer and Strategic Manager – Governance and Democratic Services, Scott Wooldridge, which outlined the approach and options for recruiting Independent Persons for the new Somerset Council.

The following points were highlighted:

- Councillors queried why 3 had been chosen and not 5 persons.
The Monitoring Officer advised that 3 was the standard number used.

- Councillors queried how many independent persons were currently appointed across the county.
The Monitoring Officer advised that there were 6 independent persons.
- Councillors requested that the workloads be reviewed every year to ensure that 3 independent persons were sufficient.

9 **2023 Boundary Review - Parliamentary Constituencies** - Agenda Item 9

The Committee considered a presentation from the Council's Monitoring Officer and Strategic Manager – Governance and Democratic Services, Scott Wooldridge, which outlined the approach and options for the Parliamentary Constituencies Boundary Review 2023.

The following points were highlighted:

- Concern was raised on how much influence a county submission would have on the final recommendations.
- Councillors were aware that the Boundary Commission for England were guided by tight guidelines and that could lead to cross boundary constituencies.
- Councillors requested that the final proposals should be added to the agenda for the next meeting.

10 **Any other urgent items of business** - Agenda Item 10

There were no other items of business.

(The meeting ended at 5.10 pm)

CHAIR

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Somerset County Council
Constitution and Governance Committee
– 21 November 2022

Elections Act 2022

Lead Officer: Scott Wooldridge, Monitoring Officer and Strategic Manager–Governance & Democratic Services

Author: Clare Rendell, Senior Democratic Services Officer

Contact Details: clare.rendell@somerset.gov.uk

1. Summary

1.1. The Elections Act 2022 received royal assent on 28 April 2022.

The first election planned to be held within the Somerset Council area will be the Taunton Town Council elections on 4 May 2023.

The Elections and Electoral Registration Team is undergoing considerable change. This is especially the case in Somerset where the change is greater due to Local Government Reorganisation.

Appendix One highlights the impacts on the Team due to the introduction of the Elections Act 2022.

2. Recommendations

2.1. That the Committee notes the update on the Elections Act 2022 as attached in Appendix One.

3. Background

3.1. The Elections Act 2022 received royal assent on 28 April 2022. It contains a wide range of proposals to make “new provision for and amend existing electoral law to ensure that UK elections remain secure, fair, modern, inclusive and transparent.

3.2. For clarity, the changes apply to:

- UK Parliamentary elections in Great Britain.
- Police and Crime Commissioner elections in England and Wales.
- English local government polls.

4. Background papers

4.1. Further information can be found online on The Electoral Commission website or the Legislation.gov.uk website.

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APPENDIX ONE

1. THE ELECTIONS ACT 2022

1.1 The Elections Act 2022 received royal assent on 28 April 2022. It contains a wide range of proposals to make “new provision for and amend existing electoral law to ensure that UK elections remain secure, fair, modern, inclusive and transparent”.

For clarity, the changes apply to:

- UK Parliamentary elections in Great Britain
- Police and Crime Commissioner elections in England and Wales
- English local government polls.

The Elections Act 2022 will:

- require local authority Electoral Registration Officers (ERO) to issue free voter identification documents to eligible residents without valid photo ID (process expected to commence from January 2023).
- require voters to show photo ID at polling stations before a ballot paper is issued (expected to be in place for elections from May 2023).
- extend election accessibility, including requiring Returning Officers to take all reasonable steps to provide support for voters with a disability in polling stations (expected to be in place for elections from May 2023).
- change voting and candidacy arrangements for EU voters (expected to be in from June 2023).
- scrap the ‘fifteen-year rule’ to allow all British citizens living overseas to vote in UK Parliamentary elections, regardless of when they left the UK (expected to be in place from July 2023).
- enable electors to apply online for an absent vote, with both online and paper applications requiring the applicant’s identity to be verified (expected to be in place from July 2023).
- restrict the handling of postal votes, including limiting the number of postal votes an individual can hand in (likely to be in place from autumn 2023).
- require postal voters to reapply every three years, replacing current rules of refreshing their signature every five years (transitional arrangements in place from January 2024).
- further limit the number of people someone may act as proxy for (expected to be in place for elections from May 2024)
- amend current provisions for the Parliamentary accountability of the Electoral Commission
- amend the law about political finance
- introduce a new disqualification order which a court must impose, unless the court considers it unjust to do so

- introduce a new requirement for digital campaigning material to display a digital imprint

1.2 PHOTO IDENTIFICATION IN POLLING STATIONS

The voter identification affirmative Statutory Instrument is expected to be laid in Parliament in November. This will result in major changes in the voter experience in a polling station. The legislation requires that a Returning Officer must ensure that each polling station contains an area in which voters can produce proof of identity in private. The acceptable documents are any of the following documents (in whatever form issued to the holder) that contain a photograph of the holder—

- (a) a United Kingdom passport,
- (b) a passport issued by an EEA state or a Commonwealth country,
- (c) a licence to drive a motor vehicle,
- (e) a biometric immigration document issued in accordance with regulations under section 5 of the UK Borders Act 2007,
- (f) an identity card bearing the Proof of Age Standards Scheme hologram (a PASS card),
- (g) a Ministry of Defence Form 90 (Defence Identity Card),
- (h) a relevant concessionary travel pass
- (i) a badge of a form prescribed under section 21 of the Chronically Sick and Disabled Persons Act 1970 or section 14 of the Chronically Sick and Disabled Persons (Northern Ireland) Act 1978 (blue badge scheme),
- (j) an electoral identity document,
- (k) an electoral identity card (electoral identity card: Northern Ireland).

All of the above will have to be reflected in the poll card sent to polling station electors. This will cease to be the card as we know it but will become an A4 document in the future.

As part of the voter identification legislation referred to above, EROs will be required to provide a Voter Authority Certificate free of charge to any eligible elector who applies for one. The Voter Authority Certificate is expected to be an A4 sized, paper-based document displaying the elector's name, photograph, date of issue, recommended date of renewal, issuing local authority and an alphanumerical reference number. There will be three varieties of this electoral identity document: the Voter Authority Certificate – previously referred to as the Voter Card; the temporary Voter Authority Certificate, which EROs will have discretion to provide in contingency situations; and the Anonymous Electors Document, for use by anonymous electors only and which will have to be renewed non an annual basis.

The Certificate will also contain inherent security features. A centralised printing service will be in place for EROs to use to print Voter Authority Certificates, with subsequent delivery to electors via Royal Mail.

The temporary Voter Authority Certificate will also be an A4 paper document but will be printed locally on regular paper by EROs (on a colour printer in the local authority office) and will be valid for a specified polling day only. Security will be provided by the ERO, or an agent appointed by the ERO, signing the temporary Certificate to validate it and protect against fraud.

In the polling station, only the Presiding Officer or a Poll Clerk is permitted to inspect the identity document. DLUHC estimate that this provision will require an additional poll clerk at a cost of approximately £200 to be appointed to each polling station, and there will be additional expenditure relating to the provision and storage of identity screens and mirrors, this cost is currently unknown. It will also be necessary for each local authority to have a specific camera and printer to produce, again, cost currently unknown.

There will be some central funding in the first two years for additional staff time, poll clerks, the purchase of one camera and one printer-scanner per local authority (if required); and one privacy screen and mirror per polling station (if required).

1.3 ACCESSIBILITY AT POLLING STATIONS

Returning Officers will have a general responsibility to take all reasonable steps to support voters with disabilities. The changes include:

- The provisions for voters to be assisted by a companion will be extended to allow anyone over the age of 18 to assist.
- At the discretion of the Returning Officer who must have regard to Electoral Commission guidance, each Local Authority will be need to provide a range general accessible equipment. This is likely to include the following equipment which should, as a minimum, be provided to all polling stations:
 - Chair/seating
 - Magnifiers
 - Tactile voting device
 - Polling booth at wheelchair
 - Staff name
 - Pencil grip
 - Ramps (for buildings with steps)

- Temporary alerters or doorbells for any doors that are required to remain shut during the day (for example, fire doors)
- Appropriate
- Reserved parking spaces reserved for voters with disabilities (where parking is available at the venue)
- There is likely to be a requirement for additional staff training and, possibly extra staff to implement the changes.
- There will be a need for accessibility staff to assess polling stations for suitability

1.4 VOTING AND CANDIDACY ARRANGEMENTS FOR EU VOTERS¹

EU citizens will no longer automatically be able to register to vote, vote, and stand for election at local elections and referendums in England, and at any elections where the local government franchise is used

Two groups of EU citizens will retain their rights:

- qualifying EU citizens from countries with reciprocal agreements, and who have leave, or do not require it, to remain in the UK. Currently Luxembourg, Poland, Portugal and Spain have entered into reciprocal agreements.
- EU citizens with retained rights' who were resident in the UK before 1 January 2021

This will require the ERO to ensure that the registers reflect the franchise changes accurately, including reviewing existing EU electors, and processing applications in line with new eligibility criteria (from June 2023)

This change does not affect Irish, Maltese and Cypriot citizens.

Electoral registration forms will have to be amended and nomination papers changed for future elections.

1.5 15 YEAR RULE – OVERSEAS ELECTORS

The 15 year limit on voting rights for British citizens living overseas will be removed. Overseas electors will be able to register at an address where they were previously registered, or if they were not registered, where they were previously resident. The registration period will be increased to three years, and renewals will be linked to a fixed point of 1 November.

Will apply at UK Parliamentary elections and is expected to be in place before elections in spring 2024. In the meantime, the ERO will need to manage the amended application process from July 2023. The determination process will include checking

past copies of registers, use of local records, and attestation if other records are not available. There will be a need to administer new renewal process (three yearly and linked to 1 November).

There will also be a need to process absent vote applications in line with new requirements.

The ERO will need to prepare for a potential increase in applications as number of people who qualify as overseas electors could triple. There could be a corresponding increase in the number of postal votes sent overseas

1.6 ABSENT VOTING

Postal voters will need to make a fresh application every three years instead of the current five yearly refresh of signatures. This change will be transitional, starting from June 2023

The application process for absent voters will include a process for verifying identity, in a similar way to individual registration. Electors will be allowed to act as proxy for no more than four people, of which no more than two can be 'domestic' electors (i.e. not overseas or service electors). These changes are expected to be introduced ahead of the spring 2024 polls

Political parties and campaigners will be banned from handling postal votes. There will also be a limit on the number of postal votes a person can hand in at polling stations (limit will be set out in secondary legislation). Secrecy requirements will be extended to postal and proxy votes. These provisions are rules expected to be in place at polls from Spring 2023

The ERO will need to manage the three-yearly postal vote application process and renewal process from June 2023, and to contact existing postal and proxy voters about renewing their absent vote before January 2024. need to be process online identity verification process for absent vote applications from July 2023.

The RO will need to have arrangements for recording postal votes handed in at polling stations, so that votes can be counted or rejected accordingly, at polls from May 2023.

1.7 FIRST PAST THE POST

The next Police and Crime Commissioner election will be run on a first past the post system which will replace the supplementary vote system used for the previous elections in 2021.

1.8 REDUCTION IN SUBSCRIBERS

The number of subscribers will be reduced on a nomination paper for principal area elections in England from ten to two. This amendment comes into effect for scheduled elections and by-elections on or after 4 May 2023.

Constitution and Governance Committee Work Plan

Meeting Date	Proposed Agenda Items	Officer
26/09/2022 @ 10 am	Informal meeting to discuss work to be carried out on the New Council Constitution and Work Programme for the Committee.	Scott Wooldridge
12 September 2022 @ 2pm	Agenda Items	
<i>Report Deadline = 12 noon 1 September 2022</i>	Constitution Review - Standing Item	Scott Wooldridge
	DBS Check Policy	Jamie Jackson
20 October 2022 at 2pm	Agenda Items	
<i>Report Deadline = 12 noon 11 October 2022</i>	Work Programme	Scott Wooldridge
	Public Participation	Scott Wooldridge
	Full Council Meeting Procedures	Scott Wooldridge
21 November 2022 at 2pm	Proposed Agenda Items	
<i>Report Deadline = 12 noon 10 November 2022</i>	Boundary Review - Final Proposals	Scott Wooldridge
	Elections Act	Scott Wooldridge

15 December 2022 at 2pm	Proposed Agenda Items	
<i>Report Deadline = 12 noon 6 December 2022</i>	Scheme of Delegation and Proper Officer Appointments	Scott Wooldridge
	Planning Functions and Arrangements	Scott Wooldridge
	Licensing Functions and Arrangements	Scott Wooldridge
	Pensions Committee Terms of Reference	Anton Sweet
	LCNs Functions and Arrangements	Scott Wooldridge
30 January 2023 at 2pm	Proposed Agenda Items	
<i>Report Deadline = 12 noon 19 January 2023</i>	Scrutiny Arrangements	Scott Wooldridge
	Executive Arrangements	Scott Wooldridge
	Decision Making Arrangements	Scott Wooldridge
	Senior Officer Arrangements	Scott Wooldridge
14 February 2023 at 10am	Proposed Agenda Items	
<i>Report Deadline = 12 noon 3 February 2023</i>	Democratic Arrangements	Scott Wooldridge
	Annual Report of Constitution and Governance Committee and Future Role for Somerset Council	Scott Wooldridge
	Overall Constitution to Recommend to Council	Scott Wooldridge