

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
--------	--------------	---------	---------	--------------------------

General Constitutional Amendments

1	Remove Portfolio Holder reporting from Full Council	Agreed	Members agreed that Portfolio Holders would present their annual reports to the relevant scrutiny committee, rather than Full Council. It was felt this would allow longer for debate and detailed questioning.	Constitution amendment – remove Council Procedure Rules (CPR) 3.8 and 3.9 (page 57 and 58); additional wording included at Scrutiny Procedure Rules (SPR) 3.5 (page 129).
2	Allow Portfolio Holders/relevant Committee Chair to acknowledge a petition upon presentation at Council	Agreed	The relevant Portfolio Holder or Committee Chair would be assigned by Democratic Services on receipt of notice of the petition, and the Member would be informed. The Member would have one minute to acknowledge the petition at Full Council if they so wish.	Constitution amendment – a new CPR 14.6 (page 64) added to the Constitution.
3	Extend the time for Member Questions at Full Council	Agreed	Members agreed to extend the time for Members Questions from 30 minutes to 45 minutes.	Constitution amendment – CPR 14.19 (page 66) changed.
4	Refocus the calling of extraordinary Full Council meetings around the Mayor	Agreed	Members wished to reinforce the primacy of the Mayor to call extraordinary Full Council meetings as and when necessary. The update to the Constitution would ensure that the Mayor has the power to call extraordinary Full Council meetings, after consultation with relevant officers.	Constitution amendment – CPR 3.2 (page 56) changed.

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
5	Record the numbers of every vote at Full Council	Agreed	Members agreed that when hands are raised during votes, these hands are counted and recorded. There was no desire for a requisitioned vote for every decision.	Constitution amendment – CPR 20.5 (page 76) changed.
6	Extend Full Council finish time by 30 minutes	Agreed	Members agreed that the guillotine for Full Council would be at 10pm, rather than 9.30pm.	Constitution amendment – CPR 11.1 (page 61) changed.
7	Extend the time for speeches on Motions by 1 minute	Agreed	Members agreed that speeches during debate would be 4 minutes rather than 3. There is no extension to the proposer speech, which will remain at 5 minutes. Speech lengths for Budget Council would remain unchanged.	Constitution amendment – CPR 19.8a (page 72) changed.
8	Extend the time allowed for someone to present a petition	Agreed	A Petitioner who presents their petition at Full Council will have 3 minutes to speak, rather than 2 minutes.	Constitution amendment – Chapter 1, Part 2, Article 3, 2.8 (page 31) changed.
9	Annual dedicated 'Opening of the Municipal Year' debate	Agreed	Members agreed that an hours' long item will be included on the June Full Council agenda entitled 'Opening of the Municipal Year'. The Leader will be given 10 minutes to introduce the item, and Members will be given 50 minutes for debate, managed by the Mayor.	Constitution amendment – a new CPR 3.5 (page 57) added.

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
10	Refocus the power to cancel meetings around the relevant Chairperson	Agreed	Members wished to reinforce the primacy of the Chair to cancel meetings where necessary. The update to the Constitution would ensure that the relevant Chairperson had the power to cancel meetings, after consultation with relevant officers.	Constitution amendment – CPR 3.2 (page 56); SPR 1.3 (page 128) and Committee Procedure Rule 2.2 (page 144) changed.
11	Remove Licensing Committee powers relating to alcohol under Section 13 Criminal Justice Act 2001	Agreed	The duty can be removed as sections 12-16 of the Act have been repealed by the Anti-Social Behaviour, Crime and Policing Act 2014. The 2014 Act consolidated law enforcement powers in addressing anti-social behaviour, including anti-social behaviour involving alcohol.	Constitution amendment – removed point 6 from the Licensing Committee Terms of Reference (page 170).
12	Allow Chair of a Licensing Sub-Committee to be appointed at the meeting	Agreed	At present either the Chair or Vice-Chair of the Licensing Committee is expected to chair a Licensing Sub-committee. To facilitate more efficient business Members agreed to allow the Licensing Sub-Committee panel to elect a Chair at the beginning of the meeting, if the Chair/Vice Chair are not available. The update to the Constitution will reinforce expected practice of the Chair/Vice-Chair of the Licensing Committee to be the	Constitution amendment – Licensing Committee Terms of Reference (page 170).

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
			chair a Sub-committee meeting, but the option will be available for any Licensing Member to Chair the Sub-Committee, if the Chair/Vice-Chair is not available.	
13	Remove Licensing Committee powers relating to Part 1 of the Health and Safety at Work Act 1974	Agreed	Members agreed that this power be moved to the General Services Committee.	Constitution amendment – removed point 3 from the Licensing Committee Terms of Reference (page 170) and added it to General Services Terms of Reference (page 183).
14	Refresh Contract Procedure Rules	Agreed	<p>Members agreed the consequential amendments to the Contract Procedure Rules due to legal requirements, such as impacts post-Brexit and updates to national procurement rules. The refreshed Contract Procedure rules include:</p> <ul style="list-style-type: none"> • Changing the financial thresholds for the procurement process • Adding a clause regarding tenders from a single source if Thurrock Council urgently needs to meet its statutory obligations • Removing references to the Procurement Guide • Amending the rules for waiving the competitive 	Constitution amendment – Contract Procedure Rules (pages 276-289).

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
			<p>purchasing process for contracts over £25,000</p> <ul style="list-style-type: none"> Amending the regulations for extending existing contracts. 	
15	Allow Members to propose motions of other Members at Full Council	Agreed	<p>Members agreed that a Councillor who places a motion onto an agenda can have another Member propose the motion if they are absent from the meeting. Proper procedure will be applied to ensure due notice and suitability. Therefore, Members will:</p> <ul style="list-style-type: none"> Submit their motion to the Monitoring Officer The Member will receive notification from the MO of the status of their submission. Under the new rules, the Member proposing the motion can nominate another Member to present the motion at the meeting, providing they have notified Democratic Services by noon the day of the meeting. 	Constitution amendment – CPR 15.13 (page 68) and CPR 19.2 (page 72) changed.
16	Remove the annual report from Youth Cabinet to Full Council	Agreed	Members were satisfied that this function was covered by the	Constitution amendment – CPR 3.4I (page 57) removed.

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
			Children's Overview and Scrutiny Committee	
17	Remove Councillor Calls for Action as a standing item on O&S agendas	Agreed	Members agreed that Councillor Calls for Action could be added to an agenda as and when required and did not require a standing item.	Constitution amendment – SPR 11.3 (page 138) removed.

Issues requiring more investigation

18	Restructure Scrutiny Committees	Requires further investigation.	<p>Members wanted to reduce the number of Scrutiny Committees to 3 or 4, nominally under the titles – 'People', 'Place' and 'Resources' with an overarching committee for cross-cutting issues. Members provisionally agreed to approximately 10 Members per committee based on political proportionality. Members also agreed the following additional recommendations:</p> <ol style="list-style-type: none"> 1. ED2s to be sent to the relevant scrutiny Chair when signed and published 2. All scrutiny meetings to occur at least 7 days before the relevant Cabinet meeting 	<p>Officers have been working to devise a municipal calendar for 2023/24 which includes the new Scrutiny Committees, and the recommendation for scrutiny meetings to occur 7 days before the relevant Cabinet.</p> <p>The relationship between the Executive and Scrutiny is outlined in the Executive-Scrutiny Protocol, and this has been updated to reflect the recommendation that scrutiny Chairs can speak freely at Cabinet.</p>
----	---------------------------------	---------------------------------	---	---

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
			<p>3. Allow scrutiny Chairs to speak freely at Cabinet and not be restricted to questions.</p>	<p>Democratic Services will introduce a process whereby ED2s are emailed to the relevant scrutiny Chair once they have been signed and published.</p> <p>Further work needs to be undertaken in relation to this issue in order that a revised committee structure can be properly tested and relevant officers and Members are consulted. A revised structure can be brought back to CWG and Full Council in due course for debate.</p>
19	Amend General Services Committee Terms of Reference to change recruitment for senior officers	Requires further investigation.	CWG want a Recruitment Panel made up of seven Members (politically proportional) to deal with the recruitment of Assistant Directors and above. The Recruitment Panel would meet on an ad-hoc basis when recruitment issues arise, and Group Leaders will be asked to nominate Members.	Officers are working with the Human Resources team and legal colleagues to review this recommendation to ensure that proper process and recruitment training is covered by the proposal. Like the scrutiny restructure, this suggestion will need to be tested first to ensure it

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
				complies with employment law and statutory requirements around the recruitment of statutory posts.
20	Co-optees	Requires further investigation.	Members discussed the suitability of the co-optees on committees, recognising that some committees had statutory co-optees while others had the autonomy to appoint who they felt aided in their work. Members recognised further debate was needed to identify whether this was an issue to be amended or not.	Officers are discussing this recommendation and will report back to the CWG.
21	Establish the Thurrock Business Board as an Outside Body of the Council	Requires further investigation.	Members felt that the Business Board could best be utilised as an Outside Body of the Council.	Officers are currently discussing the governance of the Business Board with colleagues, exploring how this recommendation could be implemented and maintain the aims of the Board. Officers will report back to the CWG.
22	Refresh the Code of Conduct section in line with Standards and Audit	Requires further investigation.	Members agreed with this recommendation, and Standards and Audit will begin work on the	Standards and Audit Committee will refresh the Code of Conduct and this

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
	Committee's recommendations		refresh in the new municipal year.	will be reported back to the CWG.

Issues requiring Non-Constitutional Actions

23	Align the Planning Call-In period with the period for public consultation	Requires non-Constitutional action.	Member call-ins are often based around information from members of the public, received when public notices are placed in their local area. Sometimes, the public notices are placed after the call-in period has ended, so Members cannot express their views, and the views of the residents. Members agreed that this was not a Constitutional issue and would be dealt with by the Planning Department.	The Planning Department have assured officers that the procedure has been amended to align the planning call-in period with public consultations.
24	Clarity for Members regarding the process for agreeing motions and questions	Requires non-Constitutional action.	Members wanted to understand in greater detail the process followed by the Monitoring Officer in agreeing or rejecting questions and motions and wanted greater transparency throughout the process. Members agreed that this was not a Constitutional issue and would be dealt with by Democratic Services.	The Monitoring Officer will send an email to all Members after the elections to clarify the procedure and assure Members that Portfolio Holders are not involved in this process.

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
25	'Swearing In' ceremony for newly elected Members at Annual Council	Requires non-Constitutional action.	Members felt this would be a ceremonial function that could occur around Annual Council (for example, at the same time as Members' photos) or could be a separate ceremonial event organised by Members Services. This would not be mandatory for Members.	Officers are working on this recommendation with the Members Services team.
26	Signature of relevant Chair on front page of every agenda	Requires non-Constitutional action.	Members desired a practice whereby the Chair signs off the agenda before it is published.	Officers are working on this recommendation being implemented into Democratic Services' current processes.
27	Clarity regarding the security of Member email accounts.	No action required.	Members sought more clarity regarding the security of their email accounts. The Information Management team confirmed that "Member emails are secure, and the Council do not routinely track Member emails and/or do not access Member email accounts to view the contents of emails. In the event of a potential breach of the Council's security policies e.g., information leaked outside of the Council, a search can be run to identify if Council information has been sent onto any individual who should not have access to Council data. In undertaking	No action required.

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
			<p>these checks, Member email accounts will not be accessed directly, however a subject line search of the email could identify if a Member (or officer) has not complied with the Council's security policies."</p> <p>Members were satisfied with the response from the Information Team and agreed that no action was necessary.</p>	

Issues which were rejected

28	Members be allowed a right of reply if their name is mentioned by another Member at Full Council	Disagreed.	Members did not agree with this recommendation as the Mayor already had the ability to manage the debate effectively.	No action required.
29	The Leader of the Council or PFH for Finance to deliver the budget at Full Council	Disagreed.	Members agreed that this was already permitted within the rules and therefore did not feel a decision was needed. A view was expressed by some Members that the Leader should be the proposer of this item.	No action required.
30	Allow Cabinet Members to attend and speak at Planning Committee as Executive Members	Disagreed.	Members felt that it was not necessary for Cabinet Members to speak at Planning Committee and did not agree the recommendation.	No action required.

Number	CWG Proposal	Outcome	Comment	Constitutional Reference
31	Independent Chairperson for Standards and Audit Committee	Disagreed.	Members agreed that as co-opted Members could not vote, and the Chair needed to have voting rights to break a tie, this recommendation could not be agreed.	No action required.
32	Amend Planning Committee question and debate rules	Disagreed.	Members agreed that the question and debate during Planning Committee should remain at the discretion of the Chair and did not agree the recommendation.	No action required.