

## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

### (i) MEMBERSHIP CHANGES AND APPOINTMENTS TO OUTSIDE BODIES

**RECOMMENDATION:** To make any appointments to Committees and Outside Bodies as notified by the Whips at the Council meeting (to follow).

### (ii) PROPOSED AMENDMENT TO THE CONSTITUTION AND TIMETABLE OF MEETINGS

**RECOMMENDATION:** That the proposed amendments to the Constitution, as detailed below be approved with immediate effect and that, subject to that approval, the Council's timetable of meetings be amended so that formal meetings of the Executive Scrutiny Committee take place after Cabinet meetings.

#### INFORMATION

1. The Constitution of the London Borough of Hillingdon sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Many of these processes are required by law, while others are a matter for the Council to choose. The Constitution contains 16 Articles, which set out the basic rules governing the Council's business.
2. The Constitution is reviewed on a regular basis to keep it up to date with legislative changes, best practice and to continue to meet the needs of the political interface, which is integral to the effective running of the Council.
3. **The Executive Scrutiny Committee** at its meeting on 2 June 2009 gave consideration to proposals to improve the effectiveness of the Committee's performance and its work programme for 2009/10 and are making the following proposals:
  - For a formal Executive Scrutiny Committee meeting to take place at the rising of Cabinet meetings (currently this meeting is *informal*). At this meeting Members would review the decisions taken at the Cabinet meeting and give consideration to the potential for call-ins of items. On areas where further information or clarification was sought, officers would be asked to provide a response to the Committee queries by midday on the following Monday.
  - These responses would be sent to Members of this Committee by email, and based on this information, Members would be asked to email or telephone Democratic Services on whether they were content with the information supplied or whether they recommended the calling –in of the particular item. The majority of the Committee Members would have to agree to the call-in request for it to proceed.
  - If an item was called in, another formal meeting of the Committee would take place on the Tuesday (or the Thursday at the latest) of the following

week after Cabinet, where relevant officers and the relevant Cabinet Member, if appropriate, would be invited to discuss the called-in item.

- The suggested changes require a change to both the Council's timetable of meetings and the Constitution in respect of the rules of procedure relating to Call-ins.
- If the proposed changes are approved the first formal meeting of the Executive Scrutiny Committee would be on 16 July, at the rising of the Cabinet meeting.