

2A - Council Meetings & Members

1. Full Council

- 1.1 The 50 members of the Council all meet together as full Council to decide the most important policies and to set the budget each year. At the annual meeting the Council elects the Mayor, appoints Committees and agrees their terms of reference. The meeting is presided over by the Mayor and run according to formal rules of debate.

2. Membership

- (a) **Membership.** All 50 members.
- (b) **Chairing the Council.** The Mayor presides over meetings of full Council and provides guidance as necessary in relation to any procedural requirements.
- (c) **Procedural Requirements.** The Council Procedure Rules at section 4A of the Constitution set out the detailed rules which govern Council meetings, including the rules of debate, the order of business and public participation.
- (d) **Types of Council Meetings.** There are three types of Council meetings:
- Annual Meeting (including Mayoral Installation and First Business Meeting of the Municipal Year)
 - Ordinary Council Meetings
 - Special or Extraordinary Meetings

3. Terms of Reference

- (a) To adopt or change the Constitution
- (b) To approve the annual Council Budget and the Medium Term Financial Plan
- (c) To approve the Policy Framework (see para 4.1) and the strategies and policies that sit within it
- (d) To make decisions on executive functions which are contrary to the policy framework, or contrary to, or not wholly in accordance with, the budget. This is subject to the urgency provisions set out in section x of the Constitution

- (e) To appoint or remove the Executive Leader of the Council and to receive his or her scheme of delegation for executive functions
- (f) To appoint the Mayor and Deputy Mayor
- (g) To agree the Councils scheme of delegation including establishing Committees of the Council, agreeing their terms of reference, deciding on their composition and making appointments to them, including any co-opted or Independent Members
- (h) To appoint representatives to outside bodies subject to a report from the Monitoring Officer (unless the appointment is an executive function or has been delegated by the Council)
- (i) To approve the Schedule of Dates of Meetings for Council
- (j) To approve, adopt or revoke a Members' Allowances Scheme
- (k) To agree the Code of Conduct for Elected members and the appointment of an Independent Person under the Localism act 2011
- (l) To approve the Scheme of Delegation to Officers
- (m) To confirm the appointment of the Head of Paid Service
- (n) To designate the roles of Head of Paid Service, Monitoring Officer and Chief Financial Officer under the relevant legislation
- (o) To approve the dismissal of the Head of Paid Service, Monitoring Officer or Chief Financial Officer. Before deciding whether to or not to approve dismissal account must be taken of:
 - Any advice views or recommendations of the Independent Persons
 - The conclusions of any investigation
 - The representations of the Officer
- (p) To confirm the appointment of the Returning Officer
- (q) To determine the location of polling places and polling districts within the Councils electoral wards
- (r) To agree joint arrangements for non - executive functions where the Council is to discharge the functions of another authority
- (s) To make, amend, revoke, re-enact, or adopt bylaws and promote or oppose the making of local legislation or personal Bills

- (t) To approve the adoption of *Conservation areas, Conservation Area Character Appraisals and Management Plans*
- (u) To approve *Interim Planning Guidance and Supplementary Planning Documents (if not Development Plan Documents)*
- (v) To approve the *Council's Annual Pay Policy Statement*
- (w) To make any decision not to issue *Casino Premises Licences within the Borough*
- (x) To determine which local choice functions will be discharged by full Council (*see Local Authority (Functions & Responsibilities) (England) Regulations 2000*)
- (y) To confer the title of *Honorary Alderman or Freedom of the Borough*
- (z) To change the *Councils Governance arrangements*
- (aa) To change the *Name of the Area*
- (bb) To determine all other matters which, by law, must be reserved to Council.

4. Policy Framework and Partnership Plans

4.1 The policy framework means the following plans and strategies:-

- *Corporate Plan and Annual Performance Report*
- *Medium Term Financial Strategy*
- *Treasury Management Strategy*
- *Development Plan documents, including the Local Plan*
- *Asset Management Plans*
- *Licensing Gambling Policy*
- *Statement of Licensing Policy (Licensing Act 2003)*
- *Taxi Licensing Policy*
- *Homelessness Strategy*
- *South Ribble Strategic Housing Framework*
- *Any other plan or strategy where the Council determines that any decision on its adoption or approval should be taken by it rather than the Cabinet.*

4.2 The Council is responsible for the adoption of the Policy Framework and individual plans and strategies.

4.3 The Policy Framework is developed in line with the Budget and Policy Framework Procedure Rules at Part x.

4.4 Council will also adopt the following strategic partnership documents:

- Partnership Community Safety Strategy
- South Ribble Partnership Sustainable Community Strategy
- Central Lancashire Economic Development Strategy
- Lancashire Waste Strategy

5. The Budget.

5.1 The budget includes the allocation of revenue and capital financial resources to services and projects, and the transfers to/from reserves and contingencies, the level of balances, and the grants available from Government.

5.2 It also includes the processes of approving the Council Tax base, setting the Council Tax for the forthcoming financial year, and decisions relating to the control of the Council's borrowing requirement and the control of its capital expenditure. *For decisions as to the setting of virement limits see the Financial Regulations.*

5.3 The Council will normally approve the annual Treasury Management Strategy as part of the Budget.

5.4 The Budget is developed in line with the Budget and Policy Framework Procedure Rules at Part x.

6 Role and function of the Mayor

6.1 The Mayor will be elected by the full Council at the Mayoral Installation ceremony in May each year and has the following roles and functions:

(a) Ceremonial Role. As the first citizen of the Borough to represent the Council at events of a civic or ceremonial nature, whether organised by the Council or some other body.

(b) Promotion of the Borough. To promote public involvement with the Borough and the Council as a whole, in partnership with the Leader, and act as a focal point for the local community.

(c) Chairing of Council. When presiding over meetings of full Council the Mayor will:

- uphold the Constitution, and provide guidance to the meeting as necessary in relation to any procedural requirements
- conduct the meeting in such a way that its business is carried out efficiently having regard to the rights of members and the interests of the community
- ensure that the Council meeting is a forum for the debate of matters of concern to the local community, and the place at which members who are not on the Cabinet are able to hold the Cabinet to account and any other members of

Council who hold positions of responsibility, for example as Chairman of a Committee or a nominee onto an outside body

6.2 Legally the Mayor may not be a member of Cabinet but may sit on (although not chair) other committees. For the sake of clarity the Deputy Mayor may also not be a member of the Cabinet.

6.3 When acting in the capacity of Mayor he or she will be expected to support the tradition of neutrality expected of the post holder.

6.4 In the absence of the Mayor the Deputy Mayor will undertake his or her duties and responsibilities.

7. Election and Terms of Members

7.1 The regular election of members will be held on the first Thursday in May every four years (although on rare occasions the date may be altered to coincide with other National or European Elections). The term of office of members will start on the fourth day after being elected and will finish on the fourth day after the next regular election.

7.2 Members are democratically accountable to residents in their Ward. Members' have a duty to their constituents including those who did not vote *for them* or indeed did not vote at all but their overriding duty is to the whole community of South Ribble.

7.3 All members will:

- Collectively (through the Council) be the ultimate policy makers and to approve the strategies and plans forming the Council's budget and policy framework
- Represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities
- Deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances
- Balance different interests identified within their ward and represent the ward as a whole;
- Be involved in decision making
- Be available to represent the Council on other bodies
- Maintain the highest standards of conduct and ethics, including upholding the Council's Member Code of Conduct

7.4 Rights and Duties of Members

- Members have rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law;

- Members should not make public any information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it; and
- For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules in **Part x** of this constitution.