



**Cabinet recommendations for consideration by Council  
at the Council Meeting on Wednesday, 28 September 2011**

**Cabinet – 7 September 2011**

**47 The Council Plan 2011/12 – Part 2**

The Cabinet considered Report No 141/11 relating to Part 2 of the Council Plan 2011/12, a copy of which was set out at Appendix A thereto.

Part 1 of the Plan had been approved by the Council at its meeting on 25 May 2011. An early version of Part 2 had been noted and deferred for approval at a later date.

The Council's Code of Corporate Governance required the Council to have a clear vision and stated priorities and that progress and performance be monitored and reported. In addressing that requirement, the Plan also formed part of the Council's business planning, risk management and performance management framework and brought together its high level objectives, priorities, projects and service delivery programmes.

Following the local council elections in May 2011, the portfolio responsibilities of the Cabinet had been established. Lead Councillors were actively engaged in business planning, performance management and risk management arrangements, all of which were key to ensuring that the Council achieved its objectives and priorities over the medium term. The Plan had been reviewed in light of those developments and would continue to evolve in order to ensure that it remained fit for purpose as a key corporate document.

The Council Plan provided a high level summary of the key actions, projects and measures relating to each Cabinet portfolio. The detailed programmes, targets and resource allocations for each portfolio area were provided within relevant departmental service plan(s) which had been reviewed by respective Lead Councillors.

Arrangements had been made for service delivery, service costs and performance arrangements to be reviewed over the next three months, in advance of the next year's budget and service planning cycle.

Achievement of the milestones and targets set out in the Plan would continue to be monitored on a quarterly basis by Service Managers, Corporate Management Team and Cabinet.

Recommended:

- 47.1** That the Council Plan (Part 2), as set out at Appendix A to Report No 141/11, be approved.

CMT (to note)

Reasons for the Decision:

To outline the Council's priorities for the medium term, to present a forward plan of activity for 2011/12 and beyond, and to demonstrate the Council's commitment to achieving service improvements and cost/efficiency savings.

† *Councillors are requested to bring with them to the meeting Report No 141/11 which was circulated with the agenda papers for the meeting of the Cabinet on 7 September 2011. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail [trevor.hayward@lewes.gov.uk](mailto:trevor.hayward@lewes.gov.uk) or telephone 01273 484122*

**55 Amendments to Constitution: New Executive Arrangements**

The Cabinet considered Report No 148/11 relating to proposed amendments to the Council's Constitution in order to reflect the operation of new executive arrangements under the Strong Leader Model. Such operation was in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007.

Appended to the Report were five extracts from the Constitution which had been amended in order to detail the proposed changes.

The text set out in Appendix A (Extract from Part 1 of the Constitution – Summary and Explanation) reflected changes to how the Leader and Cabinet were appointed.

Appendix B (Extract from Part 3 – Responsibility for Functions) had been added to set out the delegation of executive functions from the Leader to the Cabinet and to individual Cabinet members which replaced the Remits of Cabinet and of Lead Councillors in Part 11 of the Constitution.

Appendix C (Extract from Part 4 – Council Procedure Rules) had been revised in order to enable questions to be put to the Leader by members and included the procedure for the dismissal and replacement of the

Leader.

Appendix D (Extract from Part 4 – Leader and Cabinet Procedure Rules) had been amended to reflect the arrangements for executive decision making and Cabinet meetings.

Appendix E (Extract from Part 2 – Article 4 – The Full Council) had been revised in order to give the Chair of the Council discretion to wear the Chain of Office or badge at Council meetings.

The Corporate Head of Legal and Democratic Services drew Councillors attention to Appendix C to the Report and, in particular, to the proposed revision as set out in Council Procedure Rule 11.4(a) relating to the number of days notice that was required in instances in which Councillors wished to ask a written question at full Council, Committees and Sub-Committees. She explained that, since the preparation of the Report, it had been established that, in order to provide Councillors with sufficient time to read reports that were prepared in respect of such meetings and, therefore, to enable them to ask questions thereon, it was recommended that the proposed text set out in Council Procedure Rule 11.4(a) be amended to read “.....close of business on the fourth working day before.....”.

The Corporate Head of Legal and Democratic Services reported details of an e-mail that she had received from Councillor Eiloart who had suggested some changes be made to the proposed text of Appendix D to the Report with particular regard to the Cabinet’s quorum and notice of its meetings.

Resolved:

**55.1** That the revisions to the Council’s Constitution relating to the new executive arrangements, as set out in Appendices A, B and D to Report No 148/11, be approved subject to the amendment of the text of the following Leader and Cabinet Procedure Rules (Appendix D refers):

- (a) Rule 1.4 to read “.....called by the Leader at any time subject to the statutory notice being given.”;
- (b) Rule 1.6 to read “The quorum of Cabinet shall be one half of the membership of Cabinet. The same principle shall apply for a committee of the Cabinet. If the meeting is not quorate the meeting may not take any decisions until the next quorate meeting.”; and
- (c) The heading of Rule 2.2 to read “Who May Attend?”.

It was further

Recommended:

**55.2** That the revisions to the Council’s Constitution which have been approved by Cabinet relating to the new executive arrangements,

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as set out in Appendices A, B and D to Report No 148/11 and as amended in 55.1 above, be noted;

(to note)

**55.3** That the amendments to the Council Procedure Rules, as set out in Appendices C and E to the Report, be adopted subject to the amendment of the text set out in Council Procedure Rule 11.4(a) to read “.....close of business on the fourth working day before.....” (Appendix C refers); and

CHLDS  
(to note)

**55.4** That the Head of Democratic Services be authorised to make such other consequential amendments to the Constitution as needed to reflect the new Strong Leader Model.

CHLDS  
(to note)

Reason for the Decisions:

To ensure that the Council's Constitution is kept up to date in light of the new executive arrangements.

† *The Recommendations, and not the Resolution, in the above Minute are for consideration by Council.*

*Councillors are requested to bring with them to the meeting Report No 148/11 which was circulated with the agenda papers for the meeting of the Cabinet on 7 September 2011. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail [trevor.hayward@jewes.gov.uk](mailto:trevor.hayward@jewes.gov.uk) or telephone 01273 484122*