

Meeting	Audit & Governance Committee
Date	11 February 2015
Present	Councillors Ayre (Chair), Brooks (Vice-Chair), Potter, Barnes, D'Agorne, Fraser, and Scott and Mr Whiteley (Co-opted Non-Statutory Member)

Part B - Matters referred to Council

74. Contract Procedure Rules

Members considered a report which invited them to make recommendations to Council in relation to constitutional changes regarding the Contract Procedure Rules.

Details were given of the changes to the existing policy, as outlined in the report.

Recommend: That the Contract Procedure Rules, as set out in the annex to the report, be adopted and included within the Council's Constitution.

Reason: So that the Council has controls in place to ensure that procurement activity is effective and lawful.

75. Access to Information Rules

Members considered a report which invited them to make recommendations to Council in relation to constitutional changes regarding access to information rules.

Members welcomed the bringing together of the rules on accessing information and put forward the following suggestions regarding wording:

- para 1.8.1 – check whether the wording in respect of proposed development is required to be listed under each of the conditions

- para 1.15.1 (d) – amend “executive member” to read “Cabinet Member”
- para 1.17 and 1.18 – consider whether the wording could be amended so that all rights of access for Members were listed together
- para 1.8. - correction to numbering of sub-paragraphs
- para 1.18.3 (b) – give consideration as to whether the wording could be amended to give greater emphasis to openness and transparency

Members agreed that it would be useful for training on access to information to be included in the Member training programme for the new municipal year.

- Recommend:
- (i) That the rules in the annex to the report be included in the Constitution.
 - (ii) That the Monitoring Officer make consequential changes to the Constitution.
 - (iii) That the Monitoring Officer bring a report to a future meeting of the Audit and Governance Committee in relation to guidance to officers on recording decisions.

- Reasons:
- (i) To ensure that the Council has effective and accessible rules in place.
 - (ii) To ensure that the Constitution is kept up to date.
 - (iii) To allow Members to comment on the guidance.

Councillor Ayre, Chair
 [The meeting started at 5.30 pm and finished at 8.30 pm].