

Subject:	Constitution Review		Status:	For Publication	
Report to:	Council		Date:	5 th March 2025	
Report of:	Monitoring Officer		Lead Member:	Environment and Corporate Services	
Key Decision:	No - reserved for Council	Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>	
Equality Impact Assessment:	Required:	No	Attached:	No	
Biodiversity Impact Assessment:	Required:	No	Attached:	No	
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1. RECOMMENDATION

- 1.1 To update the Council's Constitution as detailed in Appendix A in relation to:
- Local Plan Steering Group
 - Roll of Honour

2. EXECUTIVE SUMMARY

- Amending the Terms of Reference of the Local Plan Steering Group will allow more flexibility and will allow the group to seek a wider range of views as and when required.
- A new Roll of Honour procedure will allow nominations to be progressed.

3. BACKGROUND

Local Plan Steering Group

- 3.1 At the previous meeting of the Local Plan Steering Group it was recommended to expand the group as its current composition did not achieve representation from all sections of the borough.

Roll of Honour

- 3.2 A councillor has requested the Roll of Honour procedure be reviewed and updated to enable nominations to be progressed, as the current procedure is no longer functional.

4. DETAILS

Local Plan Steering Group

- 4.1 The current Local Plan Steering Group is consists of 5 councillors. The group is politically balanced and includes the Lead Member and Chair of the Development Control Committee.
- 4.2 At the January meeting of the steering group it was recommended to expand the group to enable views to be sought from each section of the borough.
- 4.3 To allow a flexible approach, a more fluid membership has been proposed so that the group can be expanded where a wider range of views are to be sought (so long as this is in keeping with the political balance).
- 4.4 The suggested amendments to the Terms of Reference detailed at appendix A will enable the Local Plan Steering Group to achieve more flexibility as and when required, and will keep the wording consistent with that of the Cross Party Working Group.

Roll of Honour

- 4.5 The current procedure entails putting nominees forward as part of the Community Awards to be considered for the Roll of Honour title, however the Community Awards have not taken place for some considerable time.
- 4.6 A councillor has requested the Roll of Honour procedure be updated to enable people who have made outstanding voluntary community contributions to be put forward more effectively.
- 4.7 The suggested amendments to the procedure attached at appendix A will allow for a more efficient procedure to be introduced.

Governance Working Group recommendations

- 4.8 Governance Working Group were consulted on the changes at their meeting on 12th February where they made the following recommendation:

Governance Working Group recommends Council to update the Council's Constitution as detailed in Appendix A in relation to:

1. Local Plan Steering Group
2. Roll of Honour - with the addition of a seconding councillor for the nomination.

- 4.9 These changes recommended by the Governance Working Group are now included in Appendix A.

5. RISK

All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- Failure to maintain and follow an up-to-date Constitution risks legal proceedings being taken against the Council, and risks members of the community being dissatisfied with the action of the Council.

6. FINANCE

There are no immediate financial implications arising from the report.

7. LEGAL

There are no immediate legal considerations attached to the recommendation in this report.

8. POLICY AND EQUALITIES IMPLICATIONS

There are no equalities or HR implications.

9. REASON FOR DECISION

- 9.1 The Council is required by law to implement a Constitution and it is in the interests of the Council to regularly review and update the document.

Background Papers	
Document	Place of Inspection
The Constitution of the Council	Constitution Rossendale Borough Council

Part 3 Terms of Reference page 43

LOCAL PLAN REVIEW STEERING GROUP

Number of councillors: 5
Quorum: 3

Composition

- Membership of the Local Plan Review Steering Group should be based on the political balance of the Council.
- Composition of the group should include the Lead Member covering planning and the Chair of Development Control Committee.

Terms of Reference

The group will:

- Make recommendations on the content of the Local Plan to officers prior to consideration of the plan by Council.
- Act as a mechanism for keeping members of political parties informed of progress in reviewing the Local Plan including through circulation of minutes.
- Consider the appropriateness of the evidence base and to provide comments as necessary on particular documents.
- Provide member input to comments made on behalf of the Council to Government, statutory bodies and neighbouring authorities on planning issues.
- Consider any other matters as may be necessary to require the effective and timely review of the Local Plan.
- Expand the number of councillors on the group where a wider range of views are sought, so long as political balance is retained.

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2. ORDINARY MEETINGS

- x. to ~~award receive notification of the names of~~Roll of Honour to people who the Council considers proud of their achievements ~~and who have been put forward to be considered for the Roll of Honour as part of the Community Awards~~ for their outstanding voluntary community contribution

Roll of Honour Criteria

- Outstanding voluntary contribution
- Significant community impact
- Momentous achievement

Nominations need to be made by a councillor and seconded by another councillor, and sent with reasons for the nomination and evidence of how the nominee meets the criteria to democracy@rossendalebc.gov.uk. Nominations will be decided by Chief Executive in consultation with the Mayor and the Leader of the Council.