

Summary of proposed changes to the Constitution

Part 3 - Responsibility for Functions

Part	Document	Paragraph	Amendment
(c)	Delegations in Consultation with Chair/Vice-Chair	PH1	* To reflect the changes to Part 3d para 4.2(a), it is proposed to increase this financial limit also, for the same reasons as set out below. There is the same note of clarity added for lettings made through the Community Lettings Policy.
(d)	Delegations to officers	New 1.11 4.1 (a) 4.1 (h) 4.2	<p>To address the requirement in the Party Wall Act 1996</p> <p>*This is just a point of clarity to ensure that where leases are held by trustees/directors, officers can deal with changes to those named officers, as they would with any other assignment.</p> <p>*This has also been added for reasons of clarity to ensure licences to alter premises or property are covered by the delegations.</p> <p>This has now been set out in three parts. *(a) – This has been amended to increase the value to £100k. The original financial limit was set many years ago and does not reflect current rents even in the Municipal Portfolio. *(b) – Whilst break options are already agreed within the terms of an existing lease, it is prudent at this stage to add a new delegation for reasons of transparency, to demonstrate how a decision can be made on whether such an option is exercised. The proposal is therefore to add this to the officer delegations but propose a financial limit. All matters exceeding that limit will need to be referred up to Development Sub-Committee. *(c) – A delegation to agree and accept surrenders of leases already exists within the current officer delegations. Currently, there is no financial limit on this delegation. In line with the other proposals in 4.2, it is proposed that we add a financial limit to the officer delegation. This gives clarity on when and who can make these decisions and greater transparency on the decision-making process. Matters exceeding the financial limit will be referred to Development Sub-Committee.</p> <p>There are also two notes added to the delegation 4.2, most importantly to add clarity</p>

		New 8.3	<p>for officers on the procedure for lettings which have been through the Community Lettings Policy which require wider consultation with Members.</p> <p>In relation to stands in Staines High Street under the Highways Act.</p>
--	--	----------------	--

*the Committee System Working Group has not considered these proposals

Part 4 - Procedural Rules

Part	Document	Paragraph	Amendments
(a)	Council Standing Orders	SO 3.1 SO 13.3 SO13.4 SO13.5 SO 16.3 SO 30.2 SO 30.3 SO32.4 and 32.5	<ul style="list-style-type: none"> • Inclusion of ability for any councillor to be elected to Chair Council in absence of Mayor and Deputy. • Amendment of public question deadline from 7 to 8 working days before Council, to accommodate re-submission of questions under SO 13.4 in time for publication deadline of agenda • Addition to introduce a 100 word limit on public questions. • To limit number of questions from any member of public to 2 to give a fair opportunity to all public who wish to ask a question within the time limit. • Amendment of deadline for Motions at Council to 12 noon seven working days prior to the meeting to align with deadline for member questions at 14.1. • Amendment to specify that the Chair of a Committee may amend the programme of scheduled meetings for the efficient conduct of business. • Amendment to require the majority of a Committee to request an extraordinary meeting of that Committee. • Inclusion of referral of a decision to a parent body from the previous Reservation Scheme.
(d)	Financial Regulations	D21	<ul style="list-style-type: none"> • Updated to reflect the write-off limits in the updated Write-Off Policy agreed by Cabinet in May 2021.