

## **Amendments to the Constitution – 2021/2022 Municipal Year**

### **Council – 15 July 2021**

#### **Part 3b – Terms of Reference**

Clarification as to the responsibility for various licensing and environmental health functions and Housing benefits.

#### **Part 3d -- Delegations to officers**

General updates throughout to reflect changes in legislation/names of government departments and officer titles.

New delegations:

4.7 to 4.11, 7.2xx to 7.2mm, 7.9, 12.13, 12.15, 12.18 to 12.24, 14.5 to 14.13, 14.15 to 14.16, 14.20 and 14.30

#### **Part 3d Appendix A – Employment policies**

Updated to reflect the move to a Committee System

#### **Part 3e – Proper Officer functions**

Updated to reflect the move to a Committee System

#### **Part 4a – Council Standing Orders**

Clarification on procedures for public speaking at Committees and introduction of an absolute cut-off of 10.30pm for business.

#### **Part 4c – Substitution Scheme**

Clarification that the Mayor may not act as a substitute at a Committee

#### **Part 4d – Financial Regulations**

General updates throughout and to reflect move to a Committee System.

#### **Part 4e – Contract Standing Orders**

Updates to officer titles and to reflect move to a Committee System. Re-written to address new procedures in relation to contracts or agreements for works, goods or services. Added authority levels to commence procurements. Inclusion of Contract Management Audits.

#### **Part 4f - Budget and Policy Framework Procedure Rules**

Updated to reflect the move to a Committee System

#### **Part 4g – Access to Information Rules**

Updated to reflect the move to a Committee System

#### **Part 5b – Staff Code of Conduct**

Updated staff titles

#### **Part 5c – Member-Officer Relations Protocol**

Re-write to clearly set out the roles of and expectations on behaviour for councillors and staff.

Updated to reflect the move to a Committee System

### **Part 5d – Planning Code**

Clarification of call-in procedure, removal of call-over and additional guidance on decision making.

### **Part 5h – Monitoring Officer Protocol**

Updated to reflect the move to a Committee System

### **Part 5j - Policy on Gifts, Hospitality and Sponsorship**

Increased nominal value of gifts from £35 to £50.

### **Part 5k – Conflicts of Interest Policy**

Updated to reflect the move to a Committee System

### **Part 5l - Protocol for recording and reporting public meetings**

Addition of a new protocol to advise the public on their rights to record and report on public meetings.

## **Council - 14 October 2021**

### **Part 5a - Members Code of Conduct**

LGA Model Code adopted

### **Part 5f – Counter Fraud, Bribery and Corruption Strategy**

Reviewed to reflect best practice involving three minor changes to reflect current terminology.

## **Council 5 May 2022**

### **Part 5i – Money Laundering Policy**

Updated to reflect the five key principles within the CIPFA Code of Practice and details of the roles and responsibilities of officers.

## **Council – 26 May 2022**

### **Part 3b – Terms of Reference**

- Revision to functions of Corporate Policy and Resources, Environment and Sustainability and Neighbourhood Services and Enforcement Committees
- Expansion of functions of Administrative Committee to include responsibility for scrutinising matters under a revised call-in procedure
- Increase in membership of Development Sub-Committee
- Decrease in membership of Community Wellbeing and Housing Committee

### **Part 3c Delegations in Consultation with Chair/Vice-Chair**

Increase in financial limit at PH1 to reflect changes to Part 3d 4.2(a)

### **Part 3d Delegations to Officers**

Addition of delegation 1.11 and 8.3

Amendments to delegations 4.1 and 4.2 for clarity and to increase outdated financial limits

### **Part 4a – Council Standing Orders**

Amendments to Standing Orders 3.1, 13.2 – 13.5, 16.3, 30.2-30.3 and 32.4-32.5 as detailed at Appendix 1 to the report to Council of 28 April 2022 and recorded in the minutes of that meeting.

### **Part 4b – Call-in Procedure**

Revised procedure to replace the previous Reservation Scheme.

### **Part 4d - Financial Regulations**

Updated to reflect the write-off limits in the updated Write-Off Policy agreed by Cabinet in May 2021.