

Amendments to the Constitution – 2022/2023 Municipal Year

Council – 13 July 2022

Article 10 Officers

Addition of definition of Deputy Chief Officers

Part 3b – Terms of Reference

- Revision to remove nomination arrangements for membership of Development sub-Committee and Administrative Committee.
- Amended Appeals Committee to Appointments and Appeals Committee with associated terms of reference.

Part 3d - Delegations to Officers

Amendment to delegation 6.2 to clarify officer appointments do not include those posts at or above Group Head grade.

Part 4c – Substitution Scheme

- Exclusion of Development sub-Committee from the arrangements in the Scheme are removed.
- The deadline for notification of a substitution changed from '5pm the day of the meeting' to '2 hours before the meeting'.

Part 4f – Officer Employment Procedure Rules

Wording around which posts are member appointments is clarified.

Under Delegation to Monitoring Officer – 26 October 2022

Part 4a Standing Orders

Amendment to Standing Order 11.2 to refer to the relevant paragraphs of the Member Code of Conduct adopted in October 2021.

Part 5e Confidential Reporting Code

Amendment to names of officers at paragraph 7.5 following changes of personnel.

Part 5f Counter Fraud Bribery and Corruption Strategy

Correction of reference to Members Code of Conduct Committee to the Standards Committee which replaced it in July 2021.

Under Delegation to Monitoring Officer – 24 November 2022

Part 5e Confidential Reporting Code

Update to Contacts

Council – 8 December 2022

Part 6 Members Allowance Scheme

Adopted Scheme for 2022-2023

Under Delegation to Monitoring Officer – 3 January 2023

Part 3d Delegations to Officers

Updated titles and responsibilities of Group Heads following internal management changes and appointments.

Council – 23 February 2023

Part 3b – Terms of Reference (Standards Committee)

Amendment to Terms of Reference of Standards Committee to include consideration of any DBS matters -

‘To consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol.’

Amendment to Terms of Reference of Corporate Policy and Resources Committee to include:

Decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.

Amendment to Terms of Reference of Environment and Sustainability Committee to include:

Consideration of all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group

Establishment of the Community Infrastructure Levy Task Group

Part 4a – Standing Orders (SO)

Deletion of SO 8.5 relating to membership of Spelthorne Joint Committee, following the dissolution of that Committee at this meeting.

Part 5a – Members Code of Conduct

Addition as paragraph 8.1.1 – ‘I shall not participate in any Committee meeting until I have completed the relevant mandatory training.’

Adoption of Part 5m – Disclosure and Barring Service (DBS) Checks for Members Protocol

Council – 20 April 2023

Part 3b – Terms of Reference (Appointments and Appeals Committee)

Addition of the following responsibilities:

- To consider and determine the overall scheme and policies in relation to terms and conditions relating to the role of Head of Paid Service.
- To undertake the annual appraisal of the Chief Executive in accordance with the agreed Chief Executive Appraisal Procedure.

Part 5f – Counter Fraud, Bribery and Corruption Strategy

Review undertaken to ensure the Strategy remains relevant and current.