

## Appendix 1

### Summary of proposed changes to the Constitution - May 2024

The list below details the changes to the Constitution, as considered and proposed by the Constitution Member Working Party.

	<b>Constitution section</b>	<b>Document</b>	<b>Summary of requested changes</b>	<b>Summary of reasons for requesting the changes/MWP views</b>
1.	Part 2 - articles	2d – Article 4 – The Full Council	Clarification of rules around substitutions and committee membership changes.	To align with the statutory provisions of the Local Government Act 1972.
2.	Part 2 – articles	2h – Article 8 – The Standards and Audit Committee	Giving a nominated committee responsibility for the corporate complaints policy and associated processes.	Constitution does not currently provide for these functions.
3.	Part 3 - responsibility for functions (inc. scheme of delegation)	3a – committee responsibilities	Inclusion of provisions for the Environment and Sustainability Committee to regulate mobile homes and determine the level of relevant fixed penalty notices.	Constitution does not currently provide for these functions.
4.	Part 3 - responsibility for functions (inc. scheme of delegation)	3b - scheme of delegation to officers	Add provision to sign contracts, deeds, etc electronically.	Electronic signing of documents is increasingly common as it provides an efficient method of transacting business and limits the need to hold and process paper copies.

5.	Part 3 - responsibility for functions (inc. scheme of delegation)	3b - scheme of delegation to officers	Add enforcement to land drainage byelaws.	Constitution does not currently provide for these functions.
6.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (3.2)	Introduction of the ability to cancel meetings of the Council once a summons has been issued.	Provision currently not available. The proposed mechanism can only be delegated to an officer in consultation with nominated postholders.
7.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (12.2)	Adjustment to the deadlines for the receipt of public questions or speaking requests.	<p>To be consistent with other meeting deadlines such as motions, member questions, etc, and to allow for publication of such public requests with the main summons (as opposed to a later supplementary summons).</p> <p>The working party agreed that the change would not impact on the public's ability to interact with meetings of the Council as speaking requests or questions do not need to relate to agenda items. It was noted that members of the public were able to contact their ward councillors when business on the summons affected them.</p>

8.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (13.1)	<p>Questions from members not to be permitted at the annual meeting of the Council.</p> <p><b>NOTE: this provision will be in effect for the annual meeting on 15 May 2024.</b></p>	<p>The working party agreed that the ability to submit questions at the annual meeting was not appropriate because of the ceremonial nature of the meeting. It is also impractical to administer because positions of responsibility have not been appointed to until the date of the meeting.</p>
9.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (13.3)	<p>Providing the ability for the Leader to delegate responding to questions.</p>	<p>The working party agreed that it is sometimes more appropriate for the chair of a committee to respond to questions, particularly where they may have had direct involvement in, or knowledge of a matter.</p>
10.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (13.3)	<p>Process for questions when a submitter is absent.</p>	<p>The submitter of a question needs to be present to put their question to the leader (or other relevant member), and to be able to ask a supplementary question.</p> <p>If the question is not put at the meeting, the submitter will be able to resubmit it for the next ordinary meeting.</p> <p>The working party agreed that this was a pragmatic approach.</p>

11.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (13.5, 13.6)	Minor revisions.	To tidy the language used and/or offer greater clarity.
12.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (22.8)	Revision linked to the change in Article 4.	
13.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (27.1)	Committees changing their own starting times.	The MWP agreed that this flexibility was a useful tool for committees to either change their starting time permanently, or for individual meetings.
14.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (27.5)	Revised process for members requesting agenda items at committees.	The working party agreed that the introduction of a revised process, in order to provide time to discuss and scope member requests with appropriate officers, and then draft comprehensive reports for committees, was welcome.
15.	Part 4 - rules of procedure, standing orders and financial regulations	4a. council, committee and administrative standing orders (39 ~)	Simplification of the outside bodies process.	The working party considered the current process to be onerous for members and officers and welcomed a simplification of the arrangements for appointing to outside bodies. The proposed move to one round of appointments, shortly after the annual meeting (and election were applicable) was endorsed.

16.	Part 4 - rules of procedure, standing orders and financial regulations	4d. scheme for responding to petitions	Clarification on arrangements for matters where statutory consultation processes exist such as planning and licensing applications.	The working party agreed that there was no practical change to the ability to submit petitions, but welcomed the clarification around what would happen with petitions that related to planning and licensing applications.
17.	Part 4 - rules of procedure, standing orders and financial regulations	4e. contract standing orders	Review of the structure of the CSOs.	The working party welcomed this review which sought to provide clarity on the CSOs by arranging the stages chronologically. There are no changes to the provisions within the CSOs.
18.	Part 5 - codes of conduct and protocols	5s. publicity and media handling protocol	Update of the current document.	The working party agreed that the additional clarity in the proposed document was welcomed.
19.	All parts	All documents	<p>Change relevant language to gender neutral terms.</p> <p>The specific changes are not itemised within the documents before the committee – Democratic Services will review the Constitution prior to its implementation date.</p>	The working party agreed that this was a positive update in the language used within the Constitution.