

Report title	Minor Amendment to the Constitution
Report author	Mario Leo – Corporate Head of Legal and Governance
Department	Legal and Governance
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:
To recommend to full Council

Synopsis of report:
This report proposes a minor amendment to the Council’s Constitution, following a meeting of the Constitution Member Working Party (CMWP).

Recommendation(s):

- 1. That a Standing Council Tax Setting Committee be recommended for approval by the Council.**
- 2. That the Corporate Head of Legal and Governance be delegated authority to make further necessary amendments to the Constitution, to give effect to the amendments proposed in this report.**

1. Context and background of report

- 1.1 Councils are required to maintain a Constitution, the provisions within which are governed by Section 9P of the Local Government Act and subsequent Constitution Direction issued by the then Secretary of State.
- 1.2 The proposed amendments contained within this report are considered sufficiently urgent to bring forward outside the annual review cycle, in order to ensure that the Council’s decision-making process remain efficient and robust.

2. Report and, where applicable, options considered and recommended

- 2.1 The CMWP considered a proposal to introduce a Standing Council Tax Setting Committee. It had become necessary to commission such a committee for the 2023/24 budget. The background for this is contained in the report considered by the [Council on 9 February 2023](#).
- 2.2 The details of the proposed amendment to the Constitution is below (an addition to the table contained in part 3a (committee responsibilities)). The standing committee

would be bound by the rules that apply to other committees and it would only meet if it was required to do so. This is a similar arrangement to the recently commissioned Standing Appointments Sub-Committee.

Committee	Membership (Note: this may be varied by resolution of the Council)	Functions within Committee terms of reference
14. Standing Council Tax Setting Committee	The twelve members of the Corporate Management Committee	<p>14.1 Established under section 67 of the Local Government Finance Act 1992 (as amended) with the following role and function:</p> <p>14.2 To agree the formal resolution for Runnymede's Council Tax, calculating the amounts required by statute as set out in the Local Government Finance Act 1992 (as amended), and setting the Council Tax (only where this has not been possible to do at the budget setting meeting of the Council)</p>

3 Timetable for Implementation

- 3.1 The proposed amendments, subject to obtaining the agreement of the committee, will be considered at the next ordinary meeting of the Council.

4. Legal Implications

- 4.1 Section 67(3) Local Government Finance Act 1992 allows each authority which sets a Council Tax to appoint a Committee to discharge its functions. Such committees are established by authorities to provide for situations where a precept authority does not provide the figures required to set the Council Tax by the date when an authority holds its Council Tax setting meeting. Such committees have a very limited function and that is to approve the Council Tax setting resolution.