

## Appendix 2 – Summary of Constitution Changes

### List of Constitution Changes

*The changes detailed below are in comparison to the latest published version of the Constitution dated 11 July 2024.*

Colour key:

- **Added or amended**
- **Moved**
- **Deleted**

*Changes to the numbering as a result of deletions, moves, or additions are not listed.*

*Changes are shown in order, but please note that the numbering will appear out of order at times. To allow the reader to compare the latest published version with the new version, deletions are noted with the July numbering, while additions and amendments have the up-to-date numbering that takes previous changes into account.*

#### **Part 1 – Summary and Explanation**

The Council's Constitution

- Citizen's Rights – from para 13, **deleted** all after "...set out in more detail in Article 3." **Moved** paras 14 and 15 moved to Article 3.

Article 1

- **Deleted** paras 1.2 and 1.3

Article 2

- Para 2.3, **deleted** all after "...every four years, from 2002."
- **Moved** 'Councillors' Terms of Office' section from Part 4 – Rules of Procedure, Council Procedure Rules to para 2.3. Deleted points (d) and (h)
- **Moved** 'Councillors' point (a) from Part 4 – Rules of Procedure, Council Procedure Rules to end of para 2.3
- Para 2.5 – **Deleted** first sentence
- Para 2.6 – **Moved** para 23.9 from Part 4 – Rules of Procedure, Access to Information Procedure Rules between first and second paragraph

Article 3

- Part 4 – Rules of Procedure, Access to Information Procedure Rules, public inspection of background papers section (8.2, 8.3, 8.4) have been rewritten and **moved** to be para 3.4
- Part 4 – Rules of Procedure, Exclusion of Access by the Public to Meetings section **moved** to be para 3.5

Article 4

- 4.1 – **Deleted** the paragraph following the bullet points under 4.1 Policy Framework
- 4.4 (c) – **Deleted** "subject to... in Part 4 of this constitution,"
- **Amended** 4.4 (i)

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### Article 5

- Amended title to “The Mayor and Charing Council Meetings”
- Added ‘5.1 The Mayor’ sub-heading
- Deleted second half of opening paragraph, from “, and will be elected...”
- Moved section ‘5. Mayor’ from Part 4 – Rules of Procedure, Council Procedure Rules to 5.1. Added section ‘5.2 Deputy Mayor’ using points (g) and (h) from section 5
- Amended first bullet point under ‘Chairing the Council Meeting’ and added bullets 3 and 4

### Article 6

- Deleted ‘6.2 Terms of Reference’
- 6.4 after “...these Committees will:”, (a) – added “(Leader, Cabinet Member or Council officer)” to end
- 6.4 after “...these Committees will:”, (c), (e), and (f) – Deleted
- 6.4 after “...these Committees may:”, (a) to (e) – Deleted
- 6.5 (b) – Amended in light of new health scrutiny guidance.
- 6.5 – Deleted first para following (e) regarding task group reports and recommendations
- 6.8 – Moved section ‘18. Policy and Accountability Committees’ Powers in Relation to the Executive’ from Part 4 – Rules of Procedure, Access to Information Procedure Rules to 6.8
- 6.9 – Moved section ‘22. Policy and Accountability Committees’ Access to Documents’ from Part 4 – Rules of Procedure, Access to Information Procedure Rules to 6.9

### Article 11

- 11.3 – Deleted second and last bullet
- Deleted 11.7 to 11.9

### Article 12

- 12.3 (b) – Deleted the following from the paragraph after point (ii), “or, in the case of a business case for generating income to the Council through sale of services to non-residents where the value is less than £1,000,000.”

### Article 15

- Deleted 15.3

## Part 3 – Responsibility for Functions

### Executive Members – Responsibilities and Portfolios

- Leader of the Council – deleted 2.7, 2.8, and 2.11
- Cabinet Member for Climate Change and Ecology and Cabinet Member for Public Realm – added flood mitigation
- Lead Member for Flood mitigation – deleted

### Committee Terms of Reference

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- Appointments Panel, Panel C – **Amended** Quorum text (replaced ‘where’ with ‘when’).
- Health PAC – **Added** second bullet point under principle functions to cover new health scrutiny guidance.

### Scheme of Delegation to Officers

- **Deleted** 2.3.
- **Deleted** 3.5 to 3.7.
- Minor **amendments** to 4.5 and 4.6.

### General functions delegated to the Chief Executive and Chief Officers

- **Deleted** 1.1.
- **Amended** 1.2 (for clarity).
- **Amended** 4.8 (job title).
- **Deleted** 9.2 and 9.3.

### Responsibilities of the Chief Executive and Chief Officers

- **Deleted** entire section except Moved Undetermined Functions and Detailed Registers of Authorities sections.
- **Moved** Undetermined Functions and Detailed Registers of Authorities sections to General functions delegated to the Chief Executive and Chief Officers.

## Part 4 – Rules of Procedure

### Council Procedure Rules

- **Deleted** end of 1.1
- **Amended** 1.2 (a)
- **Amended** 1.4
- **Deleted** 1.4 (i)
- **Amended** 2.1
- **Deleted** 3 (d)
- **Amended** 3 (c) and (d) – Created new (d) from end of (c)
- **Deleted** 4 (a) (1) end of line
- **Amended** 4 (a) (2)
- **Deleted** 4 (b) to (d)
- **Deleted** 5 to 8
- **Deleted** 10.2
- **Amended** 8 (c)
- **Deleted** 12 (e) second sentence
- **Amended** 10 (b), (f) and (l)
- **Deleted** 14 (d)
- **Added** 10 (l)
- **Added** 11 (c)
- **Deleted** 15 (f) to (n)
- **Amended** 13 (e)
- **Deleted** first sentence of 17 (f)
- **Amended** 14.6

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- Amended 15.2
- Deleted 19.3 and 20
- Moved 22 (i) to (l) to 17 (g) to (j)
- Added 17 (k)
- Added heading – 18. Recording and Filing at Meetings
- Amended 23 (b)

### Petitions Scheme

- Deleted 1.1 and 1.2
- Deleted heading 2. Principles
- Amended 1.2
- Deleted 2.2
- Deleted 5.3 to 6.4
- Deleted part of 7.1
- Deleted section 8
- Deleted 9 b.
- Amended 6.5
- Deleted Call an Officer to evidence row from table at 9.9
- Deleted part of 10.1
- Deleted 10.2
- Deleted heading 11. What will the Council do if the petition is not directly related to services provided by it?
- Amended 7.1
- Deleted 11.2 to 12.4

### Access to Information Procedure Rules

- Deleted sections 1 to 7
- Moved 8.4 to Article 3 – background papers
- Moved section 10 to Article 3 – exclusion of access / exempt info
- Deleted sections 11, 12, and 13 – Exclusion of access by the public to reports, application of rules to the executive, and procedure before taking key decisions
- Deleted 14.2 (b) – re notice setting out reasons for why a private meeting is urgent
- Deleted section 15 – access to agenda and reports before the meeting
- Moved section 18 to Article 6 - PACs
- Deleted sections 20 and 21 – Record of decisions by individual members, Inspection of documents relating to exec decisions
- Moved section 22 to Article 6 – PACs
- Deleted section 23 – Additional rights of access for members

### Budget and Policy Framework Procedure Rules

- Deleted 2.4 to 2.11
- Deleted 3.2
- Deleted sections 4 to 6 – Grant to review

### Overview and Scrutiny Procedure Rules

- Deleted 8.5 – removed redundant task group guidance

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- Deleted 28.2 and 28.3 – removed guillotine provisions that aren't relevant to scrutiny meetings

### Appendix A – Councillor Call for Action

- Deleted Deputation Request Form – an amended version of this will still be on our website

### Officer Employment Procedure Rules

- Deleted section 4
- Deleted part of 5.1

### Statutory Officers Code of Conduct

- Deleted entire section

### Member / Officer Protocol – Grant to review this

- Deleted first two sentences of 1.1
- Amended 1.2
- Deleted 1.3 to 1.5
- Deleted explanatory note at end of code regarding the meaning of Chief Officers

### Annex – Code of practice for the production of press releases

- Deleted a duplicate of this annex that followed the Local Protocol for the Opposition Leadership

### Local Protocol for the Mayor and the Civic Role

- Deleted heading 1. Civic Arrangements

### Planning and Licensing Code for Councillors and Officers

- Amended title from “Planning and Licensing Guidance...” to “Planning and Licensing Code...”
- Deleted heading 1. Background
- Amended 1.1, combined it with and amended 1.3 and renumbered it to 1.
- Deleted 1.2
- Amended 2.2
- Amended 3.1
- Deleted section 4
- Deleted explanatory note under heading 6
- Amended 5.2
- Deleted 6.3, 6.5 and 6.6
- Amended 5.4 and 5.5
- Deleted 6.9 and 6.10
- Deleted explanatory note under heading 8. Predetermination
- Added text to 7.3 – re members standing down from applications where they have business relationships
- Amended 8.1
- Amended 9.1
- Amended 10.2
- Added 10.3 and 10.4

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- Deleted text: “Officers will be able to assist in formulating technically correct reasons for refusal or additional planning conditions based on Members’ clearly expressed views...”
- Added section 15. Appeals

### Public Speaking at Planning and Development Control Committee

- Deleted entire section – this will remain on website but is being deleted from the constitution

### Planning Committee – Disclosure of Confidential Information Protocol

- Deleted entire section – to check with Grant

### Local Code of Corporate Governance Principles

- Added Policy and Oversight Board under C. Contributory Processes / Regulatory Monitoring