

## Log of Proposed Changes

Section of Constitution	Change
Each main section 'header' page	To have short explanation of the contents/what it is for
<b>Part 1</b> – Summary and Explanation	<p>Part 1 is significantly shortened, providing a brief introduction to the Council and to the main layout of the Constitution.</p> <p>Some elements of the current Part 1 have been put into Part 2.</p> <p>Definitions are included and these will also provide index references in the final version.</p>
<b>Part 2</b> – Description of the Constitution	Becomes much shorter (10 pages): removing all duplication; becomes a succinct outline of what the Constitution is for; very broad outline of contents. Some elements of Part 2 to go in Part 3 (e.g. functions of Council, schedule of cabinet members, areas of responsibility of select committees).
<b>Part 3</b> – Responsibility for Functions	Remains: Minor editing. Various sections are being moved into this from Part 2, as mentioned above. Quorum has been added to the terms of reference of each committee. The Start of Life Partnership Board is removed. The Fire Service Pension Advisory Board is added.
<b>Part 4</b> – Rules of the Constitution	To be renamed 'Standing Orders (rules and procedures)' and themed, with sub-sections.
<ul style="list-style-type: none"> <li>• Section 1: Standing Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Remains, but rewritten to make this easier to use, less technical language.</li> <li>• Themed section headings introduced –               <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Council</li> <li>3. Decision-making and Committees General,</li> <li>4. Access to meetings and documents</li> <li>5. Cabinet and Executive Decision-making</li> <li>6. County Local Committees</li> <li>7. Non-Executive Committees</li> <li>8. Scrutiny</li> <li>9. Appointment of Officers and disciplinary action</li> <li>10. Delegations to officers.</li> </ol> <p>Aim to reduce number of cross-references</p> <li>• Some sections currently in other parts of the Constitution have been merged into this document (the decision-making protocol, CLC Protocol, Select Committee protocol, Petition Scheme and Part 7, Access to information, as well as excerpts from Part 8.</li> </li></ul>
<ul style="list-style-type: none"> <li>• Section 2: Protocol on Decision Making</li> </ul>	<ul style="list-style-type: none"> <li>• Moved: text reviewed and revised and relevant sections incorporated either within Standing Orders and Scheme of Delegation. Other relevant information to be incorporated as supporting guidance.</li> </ul>

<b>Section of Constitution</b>	<b>Change</b>
<ul style="list-style-type: none"> <li>Section 2A: Protocol on County Local Committees</li> </ul>	<ul style="list-style-type: none"> <li>Moved: text reviewed and revised and relevant sections incorporated either within Standing Orders and Scheme of Delegation. Other relevant information to be incorporated as supporting guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Section 3: Protocol on Select Committees</li> </ul>	<ul style="list-style-type: none"> <li>Moved: text reviewed and revised and relevant sections incorporated either within Standing Orders and Scheme of Delegation. Other relevant information to be incorporated as supporting guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Section 3A: Protocol on Joint Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Moved: text reviewed and revised and relevant sections incorporated either within Standing Orders or Scheme of Delegation (as appropriate). Other relevant information to be incorporated as supporting guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Sections 4 (Risk Management), 5 (Financial Regs), 5A (Financial Procedures), 6 (Standing Orders on Procurement and Contracts)</li> </ul>	<ul style="list-style-type: none"> <li>Remain – no changes planned, although a parallel review of Financial Regulations and Procedures is included elsewhere on the agenda and is going to RAAC for approval in July.</li> </ul>
<ul style="list-style-type: none"> <li>Section 7 (Petitions Scheme)</li> </ul>	<ul style="list-style-type: none"> <li>To be included as a shorter version in Section 1. Other relevant information to be incorporated as supporting guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Sections 8 (General Protocol with Borough and District Councils) and 9 (Statement of partnership with local councils)</li> </ul>	<ul style="list-style-type: none"> <li>To be included as shorter section in Part 2, with separate document on Website setting out protocol.</li> </ul>
<b>Part 5 – Code of Conduct</b>	
<ul style="list-style-type: none"> <li>Section 1: Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Retained, with inclusion of sections below and a section from Standing Orders.</li> </ul>
<ul style="list-style-type: none"> <li>Sections 2 (Members' Disciplinary Arrangements), 4 (Guidance for Members on Hospitality and Gifts) and 5 (Protocol for use of IT Equipment and Facilities)</li> </ul>	<ul style="list-style-type: none"> <li>Shortened and move into section 1 (i.e. main Code of Conduct)</li> </ul>
<ul style="list-style-type: none"> <li>Sections 3 Code of Practice on Probity in Planning and Protocol on Public Participation at Planning and Rights of Way Cttees) and 6 (Protocol on Relationships between Members and Officers)</li> </ul>	<ul style="list-style-type: none"> <li>Retain as stand-alone sections. Section 3 unchanged. Section 6 now includes some information from part 8 (Corporate Advice Notes)</li> </ul>
<ul style="list-style-type: none"> <li>Section 7 (Code of Practice on Publicity)</li> </ul>	<ul style="list-style-type: none"> <li>Remains unchanged</li> </ul>
<ul style="list-style-type: none"> <li>Sections 8 – 13 (listed below):</li> </ul>	<ul style="list-style-type: none"> <li>Some of these are HR policies so can be taken out of the Constitution and merged with HR</li> </ul>

Section of Constitution	Change
<ul style="list-style-type: none"> <li>- Section 8: Guidance on Human Rights Act: corporate policy</li> <li>- Section 9: Guidance on Propriety and Official Conduct for Officers: HR policy</li> <li>- Section 10: Anti-Fraud and Corruption Strategy: corporate policy</li> <li>- Section 11: Anti Bribery Policy and Procedures: corporate policy</li> <li>- Section 12: Confidential Reporting Policy: HR policy</li> <li>- Section 13: Equality of Opportunity Value Statement and Policy: corporate policy : corporate policy</li> </ul>	<p>policy documentation separately available. Others are Corporate Policies that need to have separate place to be available separately – along with other policies not listed here (e.g. Crime &amp; Disorder, Sustainability, Social Value Act, Human Rights, Equalities).</p> <p>A delegation will be recommended to Standards Committee that staff standards and conduct documents should be delegated to officers.</p>
<p><b>Part 6</b> – Members’ Allowances Scheme</p>	<p>Retain, no editing required (although IRP is reviewing, so it is possible it may recommend some changes to this in July 2018)</p>
<p><b>Part 7</b> – Access to Information Procedure Rules</p>	<p>To be incorporated into Part 4 Section 1 (Standing Orders) and duplication removed.</p>
<p><b>Part 8</b> – Corporate Advice Notes</p>	<p>Remove as a whole, but incorporate some elements into Parts 3, 4 and 5. Other sections will be retained as separate guidance.</p>
<ul style="list-style-type: none"> <li>• Section 1 (Briefing Members for Public Occasions)</li> </ul>	<ul style="list-style-type: none"> <li>• Some elements included in Code of Conduct, Part 5, duplication removed.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 2 (Question Time)</li> </ul>	<ul style="list-style-type: none"> <li>• Some elements included in Part 4 Section 1, the rest to be retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 3 (Members’ Statements of Opinion in the Community)</li> </ul>	<ul style="list-style-type: none"> <li>• Moved to Code of Conduct, Part 5, duplication removed.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 4 (Non-Exec Cttees – PrAMs)</li> </ul>	<ul style="list-style-type: none"> <li>• Removed from Constitution but retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 5 (Principles governing the calendar of meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• Removed from Constitution but retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 6 (Protocol for items being referred to Cabinet)</li> </ul>	<ul style="list-style-type: none"> <li>• Some elements included in Part 4 Section 1, the rest to be retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 7 (Protocol for Local Member Notification)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant elements moved to Code of Conduct, Part 5, duplication removed.</li> </ul>
<ul style="list-style-type: none"> <li>• Section 8 (Protocol on officer attendance at group meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant elements moved to Code of Conduct, Part 5, duplication removed.</li> </ul>

<b>Section of Constitution</b>	<b>Change</b>
<ul style="list-style-type: none"> <li>Section 9 (Protocol on use of the Council Chamber and Cttee Rooms at County Hall)</li> </ul>	<ul style="list-style-type: none"> <li>Removed from Constitution but retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Section 10 (Member Job Descriptions)</li> </ul>	<ul style="list-style-type: none"> <li>Some of the detail on Chairman and Vice-Chairman to go in Part 2, but most removed from Constitution but retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Section 11 (Exec and Scrutiny TFGs)</li> </ul>	<ul style="list-style-type: none"> <li>Removed from Constitution but retained as separate guidance.</li> </ul>
<ul style="list-style-type: none"> <li>Section 12 (Advisers and Senior Advisers to Cab Members)</li> </ul>	<ul style="list-style-type: none"> <li>Included in Part 3, Responsibility for Functions.</li> </ul>
<ul style="list-style-type: none"> <li>Section 13 (Appts to Outside Bodies)</li> </ul>	<ul style="list-style-type: none"> <li>Added to Standing Orders.</li> </ul>
<ul style="list-style-type: none"> <li>Section 14 (Protocol for webcasting)</li> </ul>	<ul style="list-style-type: none"> <li>Included in Part 4 Section 1 (Standing Orders).</li> </ul>
<ul style="list-style-type: none"> <li>Section 15 (Councillor Call for Action flowchart)</li> </ul>	<ul style="list-style-type: none"> <li>Reference included in Part 4, Section 1 (Standing Orders) but most removed from Constitution but retained as separate guidance.</li> </ul>