

**Review of Constitution 2016 17  
Items for Consideration**

No.	Ref	Item	Appendix Ref
1.		<b><u>Part 1 : Summary</u></b>	
	1.1	Updated with tracked changes to reflect current arrangements  <u>Action Proposed</u> To agree the tracked changes at Appendix A1.	App A1
2.		<b><u>Part 2 : Articles</u></b>	
	2.1	Updated with tracked changes to reflect current arrangements  <u>Action Proposed</u> To agree the tracked changes at Appendix A2.	App A2
3.		<b><u>Part 3 : Responsibility for Functions</u></b>	
	3.1	Updated with tracked changes to reflect current arrangements  <u>Action Proposed</u> To agree the tracked changes at Appendix A3.	App A3
4.		<b><u>Part 3 : Delegations to Officers</u></b>	
	4.1	Updated with tracked changes to reflect current arrangements  <u>Action Proposed</u> To agree the tracked changes at Appendix A4.	App A4
	4.2	<u>Change to Officer Delegation for the Head of Communities &amp; Neighbourhoods</u>  <u>Action Proposed</u> To agree the addition of the words 'including hardship relief' to the Officer Delegation for the Head of Communities and Neighbourhoods as follows :-  63. To determine applications for mandatory and discretionary rate relief, <b>including hardship relief</b> in accordance with the criteria adopted by the Council. To refer to the Policy, Finance and Administration Committee, any appeals against the determination.	

No.	Ref	Item	Appendix Ref
5.		<p data-bbox="363 165 783 203"><b><u>Part 4 : Rules of Procedure</u></b></p> <p data-bbox="363 230 1249 264">5.1 Updated with tracked changes to reflect current arrangements</p> <p data-bbox="363 304 1031 376"><u>Action Proposed</u> To agree the tracked changes at Appendix A5.</p> <p data-bbox="363 416 983 450">5.2 <b><u>Procedure Rules - Deadlines for receipt</u></b></p> <p data-bbox="363 454 1010 488"><u>9.3 Questions by Members of the Public</u></p> <p data-bbox="363 492 820 526"><u>10.5(a) Questions by Members</u></p> <p data-bbox="363 530 751 564"><u>11.1 Motions on Notice</u></p> <p data-bbox="363 568 1150 602"><u>24.1 Petitions (Part 2 of the Petitions Scheme only)</u></p> <p data-bbox="363 642 1281 815"><u>Action Proposed</u> To agree that each of the above procedure rules be amended to state that the question, motion or petition is to be received no later than midday, six clear working days before the day of the meeting.</p> <p data-bbox="363 855 1286 981">Please note that the above does not affect 10.5(b) as follows :- <i>(b) following despatch of the agenda, the question is received at least 3 working days before the date of the meeting;</i></p> <p data-bbox="363 999 890 1032">5.3 <b><u>Review of Contract Procedure Rules</u></b></p> <p data-bbox="363 1037 1276 1290">The Contract Procedure Rules have been subject to partial review by the Welland Procurement Unit on a number of occasions over the last few years. The Unit has now conducted a thorough review (Appendix A6), with officers and Legal representatives from the Council, to ensure that the Rules meet the requirements of the Public Contract Regulations 2015 and reflect best practice. The main changes are:</p> <ul data-bbox="363 1294 1286 1845" style="list-style-type: none"> <li>• The Rules now follow the procurement process more closely to help officers comply with the Rules whilst using the Procurement Toolkit to support them through the practical operation of a procurement.</li> <li>• The Rules now allow for the submission and receipt of tenders through an approved electronic system, this enables the Council to comply with the Public Contract Regulation requiring all procurements open in October 2018 to be electronic according to the meaning of those Regulations.</li> <li>• The Rules about Transparency and Contracts Register requirements have been updated.</li> <li>• All variable information is now contained in one Appendix (D) and there is a process in place to ensure that this information can be swiftly updated as the need arises to ensure compliance.</li> </ul> <p data-bbox="363 1850 1233 1921">Please note that the procurement thresholds and procedures remain unchanged.</p> <p data-bbox="363 1962 1281 2033"><u>Action Proposed</u> To agree the revised Contract Procedure Rules at Appendix A6.</p>	<p data-bbox="1313 237 1425 271">App A5</p> <p data-bbox="1313 1234 1425 1267">App A6</p>

No.	Ref	Item	Appendix Ref
6.		<b><u>Part 5 : Codes &amp; Protocols</u></b>	
	6.1	Updated with tracked changes to reflect current arrangements  <u>Action Proposed</u> To agree the tracked changes at Appendix A7.	App A7
	6.2	<u>Substitute Policy</u> The Substitute Policy has been updated to address the role of a substitute at site visits, and the appointment of substitutes to Sub Committees  <u>Action Proposed</u> To agree the revised Substitute Policy at Appendix A8.  <i>(Administrative note – the Substitute Policy sits within Part 4 of the Constitution)</i>	App A8
7.	6.3	<u>Personal Safety for Members Policy</u> Following the recent death of Jo Cox, MP, the Member Development Steering Group has considered a policy for the Personal Safety of Members taking account of precedents from other authorities. The group’s proposed policy is attached for consideration and is intended to be circulated to all Councillors as well as set out in the Council’s Constitution  <u>Action Proposed</u> To agree the new Personal Safety for Members Policy as set out at Appendix A9.	App A9
8.	-	<b><u>Part 6 : Members’ Allowances Scheme</u></b> No change proposed	-
9.	-	<b><u>Part 7 : Management Structure</u></b> No change proposed	-
10.		<b><u>Part 8 : Performance Management</u></b>	
	9.1	The table on page 2 has been updated to reflect current arrangements by replacing the words in the text box that stated ‘Service Plans’ to read ‘One Council Delivery and Development Plan’  <u>Action Proposed</u> To agree the change as set out above and at Appendix A10.	App A10
11.	-	<b><u>Part 9 : Single Equality Scheme</u></b> Report at this meeting	-
12.	-	<b><u>Part 10 : Whistleblowing Policy etc</u></b> Updated with tracked changes to reflect current arrangements	App A11

No.	Ref	Item	Appendix Ref
		<u>Action Proposed</u> To agree the tracked changes at Appendix A11.	