

SUMMARY OF UPDATES MADE TO THE CONSTITUTION – FEBRUARY 2023 to MAY 2025

Throughout all Constitution Documents

Update	Decision Maker	Date
References to Chief Executive updated to Managing Director or Head of Paid Service	Council	10/4/2025
Delete references to the post of Assistant Chief Executive	CX staffing decision – admin update	April 2025
Updates to Senior Leadership Team job titles through all documentation in the Constitution e.g. Head of Operations updated to Executive Head of Operations, Head of Economy, Planning & Strategic Housing updated to Executive Head of Property & Growth	CX staffing decision – admin update	March to July 2023

PART 2 – THE CONSTITUTION AND HOW THE COUNCIL OPERATES

SECTION 2

Section/Para	Update	Decision Maker	Date
3.15 The Council's Staff and Management Structure	Updates to Posts that comprise ELT (Executive Leadership Team)	CX staffing decision – admin update	May 2023 May 2025
3.18 Legal Proceedings, Authentication of Documents and Affixing the Common Seal of the Council	Updated following changes to posts to clarify that the Managing Director, Executive Director and Corporate Manager – Legal Services are empowered to witness sealing	Admin update – titles of posts and departure of ACE post	May 2025
Figure 1 at end of Section 2	Updates to the Council's decision-making Structure diagram – Cabinet Portfolio names	Leader of the Council	May 2023 January 2024 May 2024 May 2025

PART 3 - RESPONSIBILITY FOR FUNCTIONS

Section/Paragraph	Update	Decision maker	Date
Section 2 – Executive Functions	Para 2.12 – The Cabinet may appoint up to two Cabinet Champions each year who are entitled to receive a Members Allowance (instead of three)	Budget Council Meeting	Feb 2023 for implementation May 2023
Section 3 - Scheme of Delegation for Executive Matters	<ul style="list-style-type: none"> Paras 3.2 and 3.9 - Titles of portfolio holders Para 3.10 – update to post titles 	Leader - Admin update	May 2023 January 2024 May 2024 February 2025 April 2025
<ul style="list-style-type: none"> Appendix 1 – Cabinet Portfolio Responsibilities 	Cabinet Portfolios and Responsibilities – Updates	Leader	May 2023 January 2024 May 2024 April 2025
<ul style="list-style-type: none"> Appendix 2 – Service Responsibilities 	Updates to Head of Service Responsibilities Updates to Corporate Management Team Structure and Responsibilities	CX – admin update CX – admin update	July 2023 April 2025 March 2023 July 2023 April 2025

Section/Paragraph	Update	Decision maker	Date
Section 4 – Council Responsibilities (Non-Executive Matters)	<p>Para 4.6.1 to add as a registrable function</p> <p>‘and register fit and proper persons to manage a caravan/mobile home site’</p> <p>add Para 4.6.3 responsibility of the CGAS Committee:</p> <p>‘Responsibility for determining whether a charge should be made for any approval, consent, licence, permit or registration in respect of the licensing and registration matters in para 4.6.1 above, and where a charge is made, the amount of the charge. However, changes in fees and charges that are made within existing policies for fees and charges may be updated by the Executive Head of Service’ <i>(as in General Powers for Heads of Service)</i>.</p>	<p>Admin updates to clarify/reflect new Regulations</p> <p>Functions and Responsibilities Regs</p>	July 2023
Section 6 – Roles and Responsibilities of Council Decision Making Bodies	Updates to officer job titles	Admin update	July 2023
Section 9 – Governance Arrangements for RDP and RHL	Para 9.11 – update to RHL Board of Directors Membership: ‘Representative from Conservative Group, Representative from Labour Group, Portfolio Holder for Finance’	CGAS – Admin update	July 2023
Section 12 – Proper Officers	Updates to officer job titles	CX Staffing – Admin update	July 2023

PART 4 – PROCEDURE RULES

Section/Paragraph	Update	Decision maker	Date
10. Contract Standing Orders	Revised Contract Standing Orders inserted to replace previous.	Council	27/2/2025
11. Officer Employment Procedure Rules	<p>Insert Definition of Chief Officers for the purposes of pay awards</p> <p>‘For the purposes of pay awards the following roles are classed as ‘Chief Officers’: Chief Executive, Executive Directors, Assistant Chief Executive, Executive Heads of Service and Heads of Service’</p>	CX – Staffing Matter	July 2023

PART 6 – MEMBERS ALLOWANCES SCHEME

Section/Paragraph		Decision maker	Date
Schedule of Rates	<p>Uplift 1 to Schedule of Rates from May 2023</p> <p>Uplift 2 to Schedule of Rates from May 2024</p>	Council agreed arrangements for uplifts to Allowances Scheme agreed in June 2022	23/6/22