

SUMMARY OF UPDATES PROPOSED TO BE MADE TO THE CONSTITUTION – JULY 2025 (FOR COUNCIL APPROVAL)

References to changes arising from the creation of the proposed two new committees from the Corporate Governance, Audit and Standards Committee (CGAS) to come into effect from October 2025 and the approval of updated Standing Orders at the next Council Meeting.

PART 2 – THE CONSTITUTION AND HOW THE COUNCIL OPERATES

SECTION 2

Section/Para	Proposed Update
3.6 Regulatory Committees	The Council has three regulatory committees (to reflect split of CGAS)
Figure 1 at end of Section 2	Insert new (1) Audit and Governance Committee and (2) Licensing and Corporate Business Committee

PART 3 - RESPONSIBILITY FOR FUNCTIONS

Section/Paragraph	Update
Section 4 – Council Responsibilities (Non-Executive Matters) <ul style="list-style-type: none"> Para 4.1 – Policy Framework Para 4.3.2 – delegation arrangements (licensing) Para 4.4.2 – delegation arrangements (gambling) Para 4.5.4 - taxi licensing 	<p>Para (a) include reference to the Council Delivery Plan (which covers key strategic functions e.g. economy and community) and delete para (b) for clarity. Policy Framework is the plans and strategies as listed, and as defined by the Functions and Responsibilities regulations</p> <p>The Licensing Committee to appoint a Licensing Sub-Committee (Alcohol and Entertainments) to discharge the functions of licensing (instead of CGAS)</p> <p>The Licensing Committee to appoint a Licensing Sub-Committee (Alcohol and Entertainments) to discharge the functions of gambling (instead of CGAS)</p> <p>Decisions to be made in consultation with the Chair of Licensing and Corporate Business (instead of CGAS)</p>

Section/Paragraph	Update
<ul style="list-style-type: none"> • Para 4.6.3 – other licensing and registration functions • Updates to Schedule in Para 4.9 	<p>Licensing and Corporate Business to have responsibility for whether a charge is made and amount (instead of CGAS)</p> <p>Functions to be responsibility of Licensing and Corporate Business instead of CGAS:</p> <ul style="list-style-type: none"> • (10) Functions related to pensions • (23) Duty to divide constituency into polling districts and designate polling places • (24) As above for local elections • (30) Proposals for pilot schemes for local elections • (41) Orders for a designated public place
Section 5 – Role of the Council (Council Functions)	<p>Insert ‘to appoint Chair and Vice-Chair of Licensing and Corporate Business Committee’</p>
Section 6 – Roles and Responsibilities of Council Decision Making Bodies	<p>REVISED UPDATED SECTION 6 ATTACHED – Appendix 4</p> <p>Updated to divide the functions of the CGAS Committee into two new committees ‘Audit and Governance’ and ‘Licensing and Corporate Business’</p>
Section 7 – Terms of Reference of the Overview and Scrutiny Committee	<p>UPDATED DOCUMENT ATTACHED – Appendix 4</p> <p>Updates to reflect:</p> <ul style="list-style-type: none"> • Insertion of Programme Management Group to oversee work programmes • Re-ordering of sections on ‘terms of reference’ and section on ‘specific functions’ to improve clarity of O&S responsibilities and to reflect that PPAB and Audit & Governance Committees have a contribution to scrutiny overall
Section 8 – Terms of Reference of the Policy and Project Advisory Board	<p>UPDATED DOCUMENT ATTACHED – Appendix 4</p> <p>Updates to reflect:</p> <ul style="list-style-type: none"> • Insertion of Programme Management Group to oversee work programmes • Engagement with Cabinet Work Programme

Section/Paragraph	Update
Section 10 – Councillor Role Descriptions	Add role description for Chairman of new Licensing and Corporate Business Committee.

PART 4 – PROCEDURE RULES

Section/Paragraph	Update
Standing Orders for the Regulation of Business	<p>UPDATED DOCUMENT ATTACHED – Appendices 2 and 3</p> <p>Revisions to reflect proposal for (1) Creation of two Committees from CGAS - ‘Audit & Governance Committee’ and ‘Licensing and Corporate Business’ and (2) Public Questions at Council Meetings</p>
Overview and Scrutiny Procedure Rules	Delete references to ‘Progress Group’ and replace with ‘Programme Management Group’
Standards Hearing Procedure Rules	Delete references to ‘Corporate Governance, Audit and Standards Committee’ and replace with ‘Licensing and Corporate Business Committee’
Budget and Policy Framework	Insert reference to the Council Delivery Plan and delete para (b) for clarity. The Policy Framework is the plans and strategies as listed, and as defined by the Functions and Responsibilities regulations
Officer Employment Procedure Rules	Update references to ‘Corporate Governance, Audit and Standards Committee’ and replace with ‘Licensing and Corporate Business Committee’

PART 5 – CODES AND PROTOCOLS

Section/Paragraph	Update
Code of Conduct for Councillors	UPDATED DOCUMENT ATTACHED – Appendix 5 Revisions to describe core training expected to be undertaken by all elected members.