

URN	Part	Section	Issue	Proposal
1.	1	Summary & Explanation	<ul style="list-style-type: none"> <li>- Plain English would improve readability</li> <li>- Include a glossary of terms and use them consistently throughout the document</li> <li>- Commence numbering standard for whole document</li> </ul>	Updated and now with more plain English. Some basic information about the district included and a glossary of terms added.
2.	2	Article 1 Constitution	<ul style="list-style-type: none"> <li>- Improve readability</li> </ul>	Updated and modernised
3.	2	Article 2 Members	<ul style="list-style-type: none"> <li>- Remove unnecessary and or duplicate content</li> </ul>	Updated and modernised. Cross references to functions and roles in material areas of the constitution, areas for hyperlinking
4.	2	Article 3 Citizens	<ul style="list-style-type: none"> <li>- Plain English</li> </ul>	Update, consolidate, remove duplication, identify areas for hyperlinks
5.	2	Article 4 Council	<ul style="list-style-type: none"> <li>- Review functions of the Council</li> <li>- Set out local choices</li> <li>- Set out the committee / non-exec structure of governance</li> </ul>	Update and modernise. Remove reference to Housing Land transfer (don't have 500 houses), include the fact that Council can appoint and delegate to committees (allowing article and officers and cross reference to the scheme of delegation. <b>Suggest:</b> Scrutiny review the plans and strategies that comprise the policy framework
6.	2	Article 5 Chairing Council	<ul style="list-style-type: none"> <li>- Plain English, reflect the rules of the Council (Scrutiny Commissioner?)</li> </ul>	Combine with article 4 re Council and put the civic content with the civic protocol at Part 5, Section 5. <b>Delete as standalone article.</b>
7.	2	Article 6 Leader and Cabinet	<ul style="list-style-type: none"> <li>- Plain English and remove duplication</li> </ul>	Becomes Article 5 upon deletion of civic article. Update to more comprehensively reflect executive provisions, cross reference to the executive scheme of delegation, include provisions for vacancies, delegation etc. <b>Re-number</b>
8.	2	Article 7 Scrutiny Commission	<ul style="list-style-type: none"> <li>- Reflect outcome of the scrutiny review</li> <li>- Remove duplication and ensure consistency with Scrutiny Procedure Rules and Access to Information Rules</li> </ul>	Becomes Article 6 upon deletion of civic article. Updated to remove Scrutiny Commission and provide additional detail for the panels. <b>Re-number</b>

				<b>Suggest:</b> Further work is undertaken on the panel terms of reference once the desired focus is known (place, corporate priorities etc).
9.	2	Article 8 Regulatory and other Committees	<ul style="list-style-type: none"> <li>- Lack of detail – refers to Part 3 Section B.</li> <li>- Decide whether to retain, merge with article 4 etc</li> </ul>	Regulatory & Other Committees – proposed to merge with existing Article 9 to become new Article 7 - Committees following the deletion of the civic article. Parts of old 8 and 9 to feed into article 4 <b>Merge and re-number</b>
10.	2	Article 9 Audit and Standards	<ul style="list-style-type: none"> <li>- Plain English</li> <li>- Decide whether to retain or merge with Article 4 / create alternative article of broader remit</li> <li>- Remove duplication</li> </ul>	Merge existing 8 and 9 to become new article 7 – Committees. <b>Merge and re-number</b>
11.	2	Article 10 Area Committees	<ul style="list-style-type: none"> <li>- Not used so need to determine if retained or not</li> </ul>	No area committees utilised. Can be reintroduced if there is a desire to have an area committee in the future. <b>Delete</b>
12.	2	Article 11 Joint Arrangements	<ul style="list-style-type: none"> <li>- Plain English</li> <li>- Ensure this is applied to the Councils work</li> </ul>	Update – rename as Alternative Service Delivery to allow for companies, partnerships etc. Re-number to XX due to deletion of previous articles <b>Re-number</b>
13.	2	Article 12 Officers	<ul style="list-style-type: none"> <li>- Update to reflect current structure</li> <li>- Plain English</li> <li>- Remove duplication if appropriate</li> </ul>	Update – modernise and harmonise to reflect the changes throughout the document and the organisation Re number to XX due to deletion of previous articles <b>Re-number</b>
14.	2	Article 13 Decision Making	<ul style="list-style-type: none"> <li>- Remove duplication</li> </ul>	Update – modernise and harmonise to reflect the changes throughout the document and the organisation Re-number to XX due to deletion of previous articles <b>Re-number</b>
15.	2	Article 14 Finance, Contracts and Legal	<ul style="list-style-type: none"> <li>- Ensure consistency with Financial procedure rules, budget framework and contract rules</li> <li>- Ensure consistency with MO protocol</li> <li>- Review settlement limits</li> </ul>	Update – modernise and harmonise to reflect the changes throughout the document and the organisation Further updates likely to be necessary once Welland Partnership is embedded for procurement Re-number to XX due to deletion of previous articles <b>Re-number</b>

16.	2	Article 15 Review of Constitution	<ul style="list-style-type: none"> <li>- Remove duplication</li> <li>- Ensure consistency with MO protocol and constitution review committee terms of reference</li> <li>- Combine with article 16?</li> </ul>	<p>Merge with 1 and 16 and re-number XX due to deletion of previous articles. <b>Merge and delete</b></p>
17.	2	Article 16 Suspension and interpretation of constitution	<ul style="list-style-type: none"> <li>- Combine with article 15 and or article 5?</li> </ul>	<p>Merge with 15 and re-number XX due to deletion of previous articles. <b>Merge and delete</b></p>
18.	2	Schedule 1	Include within Article 7 if required, or delete in entirety, executive arrangements being defined by law	<p>Executive arrangements comprehensively set out in existing Article 7 (proposed article 5 due to removal / combining of other articles). Also reflected in Scheme of Delegation. <b>Delete</b></p>
19.	3	Introduction	Review and update	Reviewed and updated – now includes a glossary of terms and additional information as to the local area and the content and purpose of the constitution
20.	3	Responsibility for Functions	Review and update	
21.	3	Section A – local choice	Review and update	
22.	3	Section B – Council functions	Review and update	<p>Delete Crime and Disorder Committee – does not meet Delete Appeals Committee – not required when have an investigating and disciplinary committee to investigate and the Employment Committee as well as a Chief Officer Appointments Panel. <b>Suggest:</b> Propose that chief officer appointment panel and investigating and disciplinary committee become formal sub-committees of the Employment committee <b>Suggest: a number of historic committees be deleted from the website as neither appointed to at last annual meeting of council (Community Governance Review Committee , Electoral Review Committee , Ethical Governance Committee, Governance and Audit</b></p>

				Committee, Harborough Highways, pre 2016 scrutiny panels and commission,
23.	3	C(1) – allocation of Executive Functions and Officer Scheme of Delegation	Review and update	
24.	3	C(2) delegation of responsibility for executive functions	Review and update	
25.	4	4(1) standing orders / Council procedure rules	Clarify / update to remove areas of uncertainty. Address timescales for speeches etc, deadlines for questions, motions etc. Cross reference to other rules as appropriate and remove any duplication	Updated to remove duplication, streamline and harmonise. Consideration to be given to time limits and standing items on agenda in particular.
26.	4	4(2) Access to information	Clarify / update to reflect current structure of governance	Fundamental re-write to reflect the current provisions re access to information and how this dovetails to the councillor officer protocol and other rules.
27.	4	4(3) Budget & Policy framework	Remove duplication from other areas e.g. articles	Updated to distinguish between arrangements for budget and arrangements for policy framework. Makes provision for budget setting (subject to CFO comment) and the relationship with other rules. Makes the link to the corporate plan.
28.	4	4(4) Cabinet	Update to include questions from the public (on notice) and questions from Members (on notice), amend the agenda order, reduce cabinets to every 6 weeks, provide delegation to individual cabinet members (no longer portfolio members), remove standing sub-committees	Reduce frequency of cabinet, increase provisions for questions from public and members, allow delegation to cabinet members and further delegation to officers, remove standing sub-committees
29.	4	4(5) Scrutiny	Reflect changes agreed at scrutiny – remove commission, expand membership of the panels, rename the panels	Fundamental update to remove reference to Scrutiny Commission and streamline the processes around overview and scrutiny. Naming of panels, membership etc

				will be in Article 7 (or equivalent). Provisions for substitution, quorum etc will be as per Council Procedure Rules
30.	4	4(6) Financial	Update to reflect current management structure, review financial levels (including Key Decision) and delegations to managers / budget responsibilities	Updated and with Chief Finance Officer for comment prior to being shared with CRC
31.	4	4(6)(a) Statement of Required Practice for Procurement	Adapt to reflect the future procurement arrangements, combine with 32.	<b>NO ACTION TO BE TAKEN</b> given the Council intends to work with the Welland Procurement Partnership for procurement services in the near future. They will review our arrangements as part of joining them and make recommendation of future changes to contracts and SORP.
32.	4	4(7) Contracts	Update to reflect procurement arrangements, combine with 31 and reflect provisions for electronic procurement / sealing etc	<b>NO ACTION TO BE TAKEN</b> given the Council intends to work with the Welland Procurement Partnership for procurement services in the near future. They will review our arrangements as part of joining them and make recommendation of future changes to contracts and SORP.
33.	4	4(8) Officer Employment	Review and update as necessary to reflect current management structure	Updated to streamline the processes, more clearly delineate the difference in recruitment processes for statutory officers, chief officers and other staff, and to tighten reference to the statutory basis for the processes, and draw in the relevant JNC handbook. Once finalised, these rules will be subject to consultation with recognised trade union as required.
34.	5	5(1) Members Code of Conduct	This is broadly the model code therefore minimal updating should be required	Update <ul style="list-style-type: none"> <li>– standardising numbering and terminology</li> <li>– move Appendix A (Nolan Principals of Public Life) into introduction to the code</li> <li>- remove Appendix C – best practice principals as these should be considered by the members recommending adoption of the draft code (i.e. CRC and Audit and Standards committee) and not form part of the Code of Conduct. This could be included on a member team page /</li> </ul>

				intranet / website if considered of use but is not required in the constitution.
35.	5	5(1)(a) arrangements for dealing with Member CoC complaints	Duplicates the code of conduct in full, and is not required to be in the constitution.	Remove from constitution, include on website and intranet as required, but not to be included in the constitution.
36.	5	5(2) Officer Code of Conduct		No change – any change to be led by HR in consultation with the recognised trade union.
37.	5	5(3) Protocol on Member and Officer Relations	Update to reflect current management structures and ways of working	Update Move content of some tables to articles e.g. scrutiny, outside bodies. Rename as Councillor Officer Relations Protocol
38.	5	5(3)(a) Public Interest Disclosures (Whistle-blowing)	Not required to be in the constitution	<b>Remove</b> from constitution, include on website and intranet
39.	5	5(4) Members planning code of good practice	Not required in constitution but strengthens position on appeals etc so retain but combine with item 40.	Combine with Local Code and add to the Councillor Officer Protocol <b>Merge</b>
40.	5	5(4)(a) Local Code	Not required in constitution but strengthens position on appeals etc so retain but combine with item 39	Combine with Members planning code of good practice <b>Merge</b>
41.	5	Role of elected members in relation to licensing hearings	Not required to be in the constitution	<b>Remove</b> from constitution, include on website and intranet as do not need to be in the Constitution.
42.	5	5(5)(a) Chairman's protocol	Not required in constitution, combine with 43 on removal from the constitution	<b>Remove</b> from constitution, combine with 43 and include on website and intranet
43.	5	5(5)(b) Vice Chair protocol	Not required in constitution, combine with 42 on removal from the constitution	<b>Remove</b> from constitution, combine with 42 and include on website and intranet
44.	5	5(6) Monitoring Officer Protocol	Not required in constitution but strengthens position on challenges / appeals etc so retain	Updated

45.	5	5(7) Anti fraud and Corruption	Not required in constitution	<b>Remove</b> from constitution, include on website and intranet
46.	6	Members allowances scheme	Does not mention Chairs Allowances Consumables / devices Allowances No SRA for Chair of Audit?	No change to substance as an Independent Remuneration Panel is required after the election to resolve current issues with the scheme. However, changes to presentation to clarify the extent of provisions and reflect statutory provisions. SRA factors updated to correct error in 2022 version which put all members at an SRA at 2.750. Now reflecting the actual agreed figures. <b>Update</b>
47.	7	Management Structure	Out of date References DCA in Part 3 but no part 3 found?	Updated to remove individual name and include statutory chief officer designations <b>Update</b>

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