



CONSTITUTION

Adopted by the Council on 11 April 2012

LIST OF REVISIONS

As the constitution is a living document, it is reviewed and updated periodically to reflect decisions of the Council and its Committees. The updated sections are listed below together with the date the changes were made.

Update Date	Sections Updated
March 2013	<p>Part 3 – Assignment of Responsibilities.</p> <p>Part 2, Article 8. Standards Committee.</p> <p>Part 4, Rules of Procedure, Standing Orders: Interpretation</p> <p>Standing Orders: Standing Order 10; Standing Order 26; Standing Order 30; Standing Order 38; Standing Order 39; Standing Order 56A; Standing Order 76; Standing Order 77; Standing Order 80; Standing Order 93; Standing Order 103; Standing Order 104.</p> <p>Part 4 (3) - Budget and Policy Framework.</p> <p>Part 4 (5) - Officer Employment Procedure Rules.</p> <p>Part 5 (C) - Member Support Protocol.</p>
March 2013	<p>Part 2, Article 9 – Inclusion of section 9.7, Policy on Working with Third Sector Organisations.</p>
May 2013	<p>Part 5 (K) – Attendances at Conferences, etc.</p>
August 2013	<p>Part 5 (A) – Members’ Code of Conduct / Officers’ Code of Conduct.</p> <p>Part 5 (G) – Gifts and Hospitality.</p> <p>Part 5 (J) – Protocol for Members and Officers involved in Partnerships.</p>
November 2013	<p>Part 4, Rules of Procedure, Standing Orders: Standing Order 161.</p> <p>Part 4 (4) Financial Regulations.</p>
April 2014	<p>Part 1 – Summary and Explanation.</p> <p>Part 2 – Articles of the Constitution: Article 2; Article 3; Article 4; Article 5; Article 6; Article 8; Article 9; Article 10; Article 14.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation.</p> <p>Part 4 – Rules of Procedure, Standing Orders: Interpretation.</p> <p>Standing Orders: Standing Order no. 7; Standing Order no. 8; Standing Order no. 22; Standing Order no. 23 – Deleted; Standing Order no. 30; Standing Order no. 35; Standing Order no. 37; Standing Order no. 38; Standing Order no. 39; Standing Order no. 40; Standing Order no. 41; Standing Order no. 45; Standing Order no. 46; Standing Order no. 51; Standing Order no. 54/55 – Merged to consolidate disorderly conduct provisions within one Standing Order; Standing Order no. 55 left vacant; Standing Order no. 67/68 – Merged to consolidate provision for Petitions and</p>

	<p>memorials within one Standing Order; Standing Order no. 68 left vacant. Standing Order no. 70/71 – Merged to consolidate provisions for deputations within one Standing Order; Standing Order no. 71 left vacant; Standing Order no. 73; Standing Order no. 76; Standing Order no. 77; Standing Order no. 78; Standing Order no. 79; Standing Order no. 80; Standing Order no. 81; Standing Order no. 82; Standing Order no. 83; Standing Order no. 86; Standing Order no. 87; Standing Order no. 101; Standing Order no. 105.</p> <p>Section 2 – Access to Information Procedure Rules: Clause 7 (c).</p> <p>Section 5 – Officer Employment Procedure Rules: Clause 4.</p> <p>Section 6 – Standards Committee Determinations Rules: Interpretation.</p> <p>Part 5 – Codes and Protocols: Section (C) Member Support Protocol – Clause 5.1; Appendix A. Section (K) Attendances at Conferences, etc.</p> <p>Part 6 – Members’ Allowances Scheme: Inclusion of revisions effective from 1st April 2014. New Appendix A1; Appendix B; Appendix C.</p>
June 2014	<p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order no. 129; Standing Order no. 136; Standing Order no. 139; Standing Order no. 142; Standing Order no. 146; Standing Order no. 147; Standing Order no. 148; Standing Order no. 149; Standing Order no. 151.</p>
December 2014	<p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order no. 129; Standing Order no. 135.</p>
August 2015	<p>Part 2 – Articles of the Constitution: Article 2 – Members of the Council – Section 2.1 (a); Section 2.6. Article 6 – The Executive – Section 6.2; Section 6.7. Article 9 – Joint Arrangements – Section 9.6. Article 13 – Review and Revision of the Constitution - Section 13.2 (a).</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation.</p> <p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order No. 16; Standing Order No. 25; Standing Order No. 26; Standing Order No. 32; Standing Order No. 35; Standing Order No. 48; Standing Order No. 56A; Standing Order No. 60; Standing Order No. 61; Standing Order No. 65; Standing Order No. 77; Standing Order No. 78; Standing Order No. 80; Standing Order No. 81; Standing Order No. 82; Standing Order No. 90; Standing Order No. 92; Standing Order No. 95; Standing Order No. 97; Standing Order No. 98; Standing Order No. 114; Standing Order No. 125; Standing Order No. 134; Standing Order No. 136; Standing Order No. 139; Standing Order No. 142; Standing Order No. 143. Section (4) Financial Regulations.</p> <p>Part 5 – Codes and Protocols: Section (C) Members Support Protocol: Clause 5.1. Section (J) Protocol for Members and Officers involved in Partnerships: Clause 1.3. Section (L) Procedure for dealing with Government Consultation Documents.</p>
October 2015	<p>Part 5 (K) – Attendances at Conferences, etc.</p>

<p>April 2016</p>	<p>In line with the changes to the Chief Officers Management Structure the following titles have been changed throughout the whole of the document: "Borough Treasurer" changed to "Director of Finance". "Borough Treasurer's Department" changed to "Finance Department". "Borough Engineer and Surveyor" changed to "Director of Housing and Property" or "Director of Environment and Regeneration" where applicable. Any references to the number of Chief Officers have been updated throughout the whole document. "Assistant Borough Engineer" changed to "Assistant Chief Officer (Environment)". "Assistant Chief Officer (Corporate and Development)" changed to "Assistant Chief Officer (Regeneration)". "Head of ICT" changed to "Assistant Chief Officer (Digital & Information)". Due to the vacant Assistant Chief Executive post not being re-filled, any references to the "Assistant Chief Executive" have been deleted throughout the whole document. Following the dissolution of the Douglas Development Partnership any reference to the "Douglas Development Partnership" has been deleted throughout the whole of the document.</p> <p>Part 1 – Summary and Explanation.</p> <p>Part 2 – Articles of the Constitution: Article 10; Article 11.</p> <p>Part 3 – Responsibility of Functions and Scheme of Delegation.</p> <p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order 72; Standing Order 73; Standing Order 113. Section (5) Officer Employment Procedure Rules.</p> <p>Part 5 – Codes and Protocols: Section (C) Member Support Protocol; Section (F) Complaints Procedure; Section (I) Internet, Intranet and E-mail Code of Practice.</p> <p>Part 6 – Members' Allowance Scheme.</p> <p>Part 7 – Management Structure.</p>
<p>October 2016</p>	<p>Part 4 – Rules of Procedure: Section (4) Financial Regulations.</p>
<p>June 2017</p>	<p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order No. 83.</p>
<p>July 2017</p>	<p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p>
<p>October 2017</p>	<p>Part 4 – Rules of Procedure: Section (4) Financial Regulations.</p>
<p>November 2017</p>	<p>Part 5 – Codes and Protocols: Section (H) Anti-Fraud and Corruption Policy.</p>
<p>January 2018</p>	<p>New Section: Part 5 – Codes and Protocols. Section (M) Media Contact Policy.</p>

<p>December 2018</p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 129; Standing Order no. 136; Standing Order no. 139; Standing Order no. 142; Standing Order no. 146; Standing Order no. 147; Standing Order no. 148; Standing Order no. 149; Standing Order no. 151; Standing Order no. 161.</p> <p>Part 4 – (4) Financial Regulations.</p>
<p>January 2019</p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 46.</p>
<p>March 2019</p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 56A.</p>
<p>April 2019</p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 90.</p>
<p>August 2019</p>	<p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p>
<p>November 2020</p>	<p>The terms “Town Clerk,” “Head of Paid Service” and “Establishment Officer” have been deleted and replaced with “Chief Executive” wherever they appear throughout the Constitution.</p> <p>“Housing Committee” replaced with “Housing and Property Committee” wherever it appears.</p> <p>References to “Policy Advisory Committees” deleted and replaced with “Committees” throughout.</p> <p>Part 1 – Summary and Explanation.</p> <p>Part 2 – Articles of the Constitution: Article 4; Article 5; Article 6; Article 8; Article 9; Article 10; Article 11; Article 12; Article 13.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation: Table of Assignments and Responsibilities by Council and Committee.</p> <p>Part 4 – Rules of Procedure, Standing Orders: (1) Introduction. (2) Standing Orders: Standing Order no. 10; Standing Order no. 20; Standing Order no. 24; Standing Order no. 25; Standing Order no. 31; Standing Order no. 32, Standing Order no. 33; Standing Order no. 36; Standing Order no. 63; Standing Order no. 72; Standing Order no. 73; Standing Order no. 83; Standing Order no. 87; Standing Order no. 90; Standing Order no. 98; Standing Order no. 108; Standing Order no. 110; Standing Order no. 113; Standing Order no. 114; Standing Order no. 120; Standing Order no. 123; Standing Order no. 134; Standing Order no. 136; Standing Order no. 140; Standing Order no. 142; Standing Order no. 149.</p> <p>Part 4 – Rules of Procedure: Section (4) Financial Regulations.</p>

	<p>Part 4 – Rules of Procedure: Section (5) Officer Employment Procedure Rules.</p> <p>Part 5 – Codes and Protocols: Section (B) Protocol for Member / Officer Relations.</p> <p>Part 7 – Management Structure.</p>
August 2021	<p>Part 2 – Articles of the Constitution: Article 8 – The Standards Committee.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation: Appendix A.</p> <p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 77; Standing Order no. 80; Standing Order no. 81.</p> <p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p> <p>Part 7 – Management Structure.</p>
November 2021	<p>Part 5 – Codes and Protocols: Section (L) Procedure for dealing with Government Consultation Documents.</p>
March 2022	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 7; Standing Order no. 90.</p> <p>Part 5 – Codes and Protocols: Section (C) Member Support Protocol: Committee Report template and guidance notes updated and table of officers who attend Committee meetings updated.</p>
July 2022	<p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p>
October 2022	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 90.</p>
December 2022	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 38.</p>
March 2023	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 122.</p>
April 2023	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order 85a (added). Standing Order no. 87 (amended). Standing Order no. 94 (amended). Standing Order no. 120 (clarification as to who shall be deemed to be related). Standing Order no. 129 (amended). Standing Order no. 136 (amended). Standing Order no. 138 (amended). Standing order No. 139 (amended). Standing Order no. 140 (amended). Standing Order no. 141(a) (added). Standing Order no. 142 (amended). Standing Order no. 144 (amended). Standing Order no. 146 (amended). Standing Order no. 147 (amended). Standing Order no. 148 (amended). Standing Order no. 149 (amended). Standing Order no. 150 (amended). Standing Order no. 151 (amended). Standing Order no. 159 (amended). Standing Order no. 161 (amended).</p>
August 2023	<p>Review of the Constitution undertaken. Throughout the whole of the Constitution all mentions of particular genders have been modified to be</p>

	<p>gender neutral. Any amendments needed relating to City status have been made.</p> <p>Part 1 – Summary and Explanation - clerical amendments.</p> <p>Part 2 – Articles of the Constitution – clerical amendments.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation – clerical amendments and updating of the tables of responsibility.</p> <p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders) – clerical amendments. Section (2) Access to Information Procedure Rules – clerical amendments. Section (4) Financial Regulations – updated as resolved by Council. Section (5) Officer Employment Procedure Rules – clerical amendments and updated as resolved by Council. Section (6) Standards Committee Determinations Procedure Rules – clerical amendment.</p> <p>Part 5 – Codes and Protocols: Section (B) Protocol for Member / Officer Relations – clerical amendments. Section (C) Member Support Protocol - committee report template, briefing note template and both sets of guidance notes updated. Section (E) Protocol for Monitoring and Review of Constitution – clerical amendments. Section (F) Complaints Procedure – Updated to reflect the new internal procedure. Section (G) Gifts and Hospitality – A Protocol of Members – clerical amendments and value of gift or hospitality changed to £50. Section (H) Anti-Fraud and Corruption Policy – clerical amendments. Section (J) Protocol for Members and Officers involved in Partnerships – clerical amendments. Section (K) Attendance at Conferences, etc. – clerical amendments and update to allowances which are reviewed annually. Section (M) Media Contact Policy – clerical amendments.</p> <p>Part 6 – Members’ Allowance Scheme – clerical amendments and updates following the introduction of the electronic expenses system and the new Local Authority Members’ (Travelling Allowances) Order 2023.</p> <p>Part 7 – Management Structure – updated.</p>
<p>October 2023</p>	<p>New section - Part 5 – Codes and Protocols: Section (N) Requisition Process.</p>
<p>April 2024</p>	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 111; Standing Order no. 129; Standing Order no. 139; Standing Order no. 142; Standing Order no. 146; Standing Order no. 147; Standing Order no. 148; Standing Order no. 149; Standing Order no. 151; Standing Order no. 161.</p> <p>Part 4 – (4) Financial Regulations – Schedule of Amounts.</p> <p>Part 5 – (D) Whistleblowing Policy (Confidential Reporting).</p>
<p>July 2024</p>	<p>Part 4 – Council Procedure Rules (Standing Orders): Contents list for Standing Orders inserted.</p> <p>Part 5 (K) – Attendances at Conferences, etc. Annual inflationary update to values.</p>
<p>August 2024</p>	<p>Part 5 (K) – Attendances at Conferences, etc. - Addition of an explanatory paragraph in relation to Officer attendance at Conferences.</p>

December 2024	<p>New section - Part 5 – Codes and Protocols: Section (O) Freedom of the Borough and City Protocol.</p> <p>Part 5 – Codes and Protocols: Section (A) Councillor and Independent Member Code of Conduct – Updated to October 2024 Code of Conduct.</p> <p>Part 5 – Codes and Protocols: Section (I) Digital Information Councillors' Code of Practice – Updated to new 2024 Code of Practice.</p>
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