

**OFFICER CONSTITUTION WORKING GROUP – CONSTITUTION REVIEW TABLE**

<b>Procedure</b>	<b>Discussion / Decision</b>	<b>Relevant part of Constitution</b>	<b>Proposed Action or Remedy</b>	<b>Owner</b>	<b>Progress</b>
<b>Threshold for key decision</b>	<p>1. Would be helpful if higher due to the lengthy Cabinet process.</p> <p>2.Restrictions should be less tight where bringing money/ savings as opposed to expenditure.</p>	TBC	CIPFA to provide comparator detail to OCWG for further discussion.	CIPFA/ OWCG	
<b>Contract Procedure Rules</b>	<p>3.Needs to be clearer who can sign what off and at what value.</p> <p>4.What is work and what is services.</p> <p>5.Could be clearer as to the Stakeholders to be consulted.</p> <p>6.A flow chart of the deadline journey /steps to be taken to get reports signed off and before Cabinet (This could be an appendix to the constitution)</p>	Chapter 9, Part 2 – Contract Procedure Rules	Democratic Services to draft	OCWG	
<b>The length of the Constitution and making it user friendly</b>	<p>7.Quick Start guide to using the constitution to make it easier to navigate such a large document and to find the relevant parts officers use the most.</p> <p>8.Difficult to find on the website</p>		<p>Democratic Services to draft</p> <p>Democratic Services to meet with Webmaster to discuss the</p>	<p>OCWG</p> <p>OCWG</p>	

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	<p>9.Easier language could be used</p> <p>9.i)Awarding contracts, decision making processes and delegated decisions could be simplified.</p> <p>10. Basic signposting on the Constitution to be included in Staff Induction</p> <p>11.Deeper training sessions on application of the constitution to be held with Leadership Group</p>		<p>visibility of Governance Information</p> <p>Democratic Services to add a slide to their presentation at all Staff Inductions regarding the constitution</p> <p>Democratic Services Manager to provide this at Leadership Group at least annually to pick up any new senior staff members</p>	<p>OCWG</p> <p>OCWG</p>	
<b>Report writing guidance</b>	<p>12.Report writing guidance to be more visible online</p>		<p>Democratic Services to discuss with Webmaster an appropriate location to ensure report writing guidance is visible</p>	<p>OCWG</p>	
<b>Clarification on the ED2/delegation process</b>	<p>13. The recording of decisions made by officers must have an audit trail where officers are using delegated authority</p> <p>14. The ED2 Form is confusing as it is used for urgent decisions and also where an officer is given delegated authority.</p>				

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<b>Internal Delegation Schemes</b>	15. Refresh and Develop Internal Delegation Schemes	Chapter 6			
<b>Terms of Reference for Committees</b>	16. Some of this information is to be updated	Chapter 4 part 2, Terms of Reference of Overview & Scrutiny Committees	Democratic Services to update the terms of reference for committees.		
	17. If the Committee structure changes this will need to be further amended / updated.	Chapter 5 part 5 Terms of Reference of other committees	Democratic Services to remove/ update the terms of reference for committees.		
<b>The Call-in process</b>	18. The Call-in process could be clearer in the constitution.	Chapter 4, part 3 Paragraph 10			
	19. The scope of those that can use the Call-in process is wide, in some LA's only members can complete a Call-in.				

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**CONSTITUTION REVIEW TABLE (To include CIPFA, CFGS & LGA)**

Part of the Constitution	Discussion / Decision	Chapter / Part of the Constitution	Proposed Action or Remedy	Owner	Progress
PROCEDURE RULES					
Council Procedure Rules					
Leader/Cabinet Procedure Rules					
Scrutiny Procedure Rules					
Committee Procedure Rules					
Contract Procedure Rules					
Finance Procedure Rules					
Budget & Policy Framework Procedure Rules					
Planning Committee Procedures					
Procedure for Licensing Hearings					
Procedure for Making complaints against a Councillor					

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Officer Employment Procedure Rules					
CODE & PROTOCOLS					
Planning Code of Good Practice					
Licensing Protocol					
Members Code of Conduct					
Officer’s Code of Conduct					
Protocol for Member / Officer Relations					
Protocol for Audio recording of Council, Cabinet, Committee and Sub-Committee					
Decision-making and allocation of functions between the Council and Executive					
<b>RESPONSIBILITY FOR FUNCTIONS</b>					
Responsibility for Council functions					
Functions which the Leader has allocated to the Cabinet, Cabinet Committees or Individual Cabinet Members					

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Functions which are delegated to officers					
Statutory functions which as allocated to Officers					
The Standards functions					
DECISION MAKING ARRANGEMENTS					
Key decision					
Call – ins					
COMPANY, PARTNERSHIP, JOINT ARRANGEMENTS, GOVERNANCE & OUTSIDE BODIES					
Partnership Arrangements					
Area Committees and Forums					
Joint Arrangements					
Outside Bodies					