

## Changes to the Constitution – Schedule and Summary

Categories:

1: Changes requiring Council approval, 2: Changes considered by relevant Committee first, 3: Very minor changes – delegated, 4: Executive - Cabinet decision.

Document and link to current version	Cat	Summary of changes	Timescales	
<b>Chapter 1 – Introduction, Summary and Explanation</b>				
1	<a href="#">Introduction, Summary and Explanation</a>	1	<ol style="list-style-type: none"> <li>1. Additional information re Freedom of the City (equivalent to Aldermen / Women).</li> <li>2. Propose separate document for nomination of and removal of Civic honours.</li> </ol>	Full Council November '23
<b>Chapter 2 – Responsibility for Functions</b>				
2	<a href="#">Responsibility for Functions</a>	3	Tidy up local choice and some minor corrections.	Delegation at Full Council November '23
<b>Chapter 3 – Procedure Rules</b>				
3	<a href="#">Council Procedure Rules</a>	1	<ol style="list-style-type: none"> <li>1. To add deferral of item to motions that can be moved without notice at CPR 12. &amp; 13.9</li> <li>2. Update quorum.</li> <li>3. Update CPR 19.5 (Conflicts of Interest) to ensure consistency with the Council's Code of Conduct.</li> </ol>	Full Council January '23 – and then February '23.
4	<a href="#">Cabinet Procedure Rules</a>	4	Add note to set out which Cabinet Procedure Rules apply to delegated decision meetings.	Cabinet in December '23
5	<a href="#">Overview &amp; Scrutiny Procedure Rules</a>	1	<ol style="list-style-type: none"> <li>1. Change to section 12(a) to reflect 1 months (or where there is no Cabinet meeting within 1 month, the next available Cabinet meeting, or with the agreement of the scrutiny Chair and portfolio holder a delegated decision meeting).</li> <li>2. Change to 16(d) to require publication of notice where mediation successful.</li> <li>3. Requirement that a Councillor calling in a decision must not have a DPI, ORI or NRI in a decision.</li> <li>4. Other consequential changes.</li> </ol>	Full Council November '23
6	<a href="#">Access to Information Procedure Rules</a>	1	Amended Appendix C of Councillor Officer Protocol moved to Appendix of AIPRs.	Full Council November '23
7	<a href="#">Budget &amp; Policy Framework Procedure Rules</a>	N/a	N/a	N/a
8	<a href="#">Financial Regulations</a>	1	To update job titles and legislative references.	Full Council November '23
9	<a href="#">Contract Procedure Rules</a>	1	Rewritten document to reflect legislative changes and to simplify for colleagues. No changes to procurement thresholds.	Full Council November '23
10	<a href="#">Officer Employment Procedure Rules</a>	3	Legislative references, amend references to Director, to Director and Deputy C/E.	Delegation at Full Council November '23

Chapter 4 – Codes and Protocols				
11	<a href="#">Code of Conduct for Councillors</a>	N/a	N/a	N/a
12	<a href="#">Code of Conduct for Officers</a>	N/a	N/a	N/a
13	<a href="#">Councillor &amp; Officer Charter and Protocol on Councillor-Officer Relationship</a>	1	<ol style="list-style-type: none"> <li>1. Amend Appendix C and move to be Appendix of Access to Information Procedure Rules.</li> <li>2. Remove Appendix A (The Code of Recommended Practice On Local Authority Publicity) as this is an established / published document.</li> </ol>	Full Council November '23
14	<a href="#">Councillors' Planning Code of Good Practice</a>	2	Updated to reflect current interests' regime and latest LLG draft Code.	Planning Committee in December '23. Council January '24
15	<a href="#">Social Media Guidance for Councillors (2021)</a>	2	To be discussed / agreed by Standards working Group.	Standards Committee January '24. Council February '24
Chapter 5 – Councillor's Allowances Scheme				
16	<a href="#">Scheme of Councillors' Allowances 2023-24</a>	1	<ol style="list-style-type: none"> <li>1. Consider how to approach indexation based on officer pay award.</li> <li>2. Consider some travel expenses being paid on 'account'.</li> </ol>	IRP to meet in Nov '23. Council Jan '24
17	<a href="#">Parental Leave Policy for Councillors</a>	N/a	N/a	N/a
Chapter 6 – Glossary of Terms				
18	<a href="#">Glossary of Terms</a>	N/a	Remove altogether.	To be removed on republication.
Chapter 7 – Associated Documents				
19	<a href="#">Senior Management Structure</a>	N/a	N/a	N/a
20	<a href="#">Officer Scheme of Delegation</a>	N/a	N/a	N/a
21	<a href="#">Officer Scheme of Delegation for DM Matters</a>	2	September Planning Committee, comments and amendments to October Planning Committee.	Planning Committee in September '23. Council November '23.
22	<a href="#">Procedure for Public Participation at Planning</a>	2	September Planning Committee, comments and amendments to October Planning Committee.	Planning Committee in September '23. Council November '23.
23	<a href="#">Procedure for Public Participation at Licensing</a>	2	To clarify time limits for objectors and other interested parties (currently none set out).	Licensing Committee February '24 Council March '24
24	<a href="#">Whistleblowing Policy</a>	N/a	N/a	N/a
25	<a href="#">Councillor Retirements 2024-27</a>	N/a	N/a	N/a

26	<a href="#">Leader's Scheme of Delegation</a>	4	Changes to financial limits annex (consequential to Contract Procurement Regs).	Cabinet in December '23
27	<a href="#">MKCC – Statutory Officers and Proper Officer Functions</a>	3	Update to include new legislation.	Delegation at Full Council November '23
28	<a href="#">Procedure for the Nomination of Deputy Mayor</a>	N/a	N/a	N/a
-	Officer Scheme of Delegation for Licensing & Reg Committees	None	Existing – move into main constitution.	To be added on republication