

Record of changes made to the draft approved by Council in December 2016

The table below summarises the changes made to the constitution approved on 16 December 2016, and explains the reasons for the change.

The design principles are:

- a) Members and officers perform effectively in clearly defined functions and roles
 - b) Member engagement and participation is maximised, including the involvement of all members in the development of key policies
 - c) Decision making is informed, transparent and efficient
 - d) The council welcomes public engagement and makes accountability real
- g) denotes grammatical and/or layout changes

Section	Key change	Design principle	Changed by	Date
Generic	<ul style="list-style-type: none"> • Job titles made current • Ensure compliance with council's style guide • Simplify wording • Correct typographical errors and ensure correct cross referencing • Individuals referred to as 'they' rather than he/she • Sequential numbering of paragraphs – note references below refer to old numbering unless stated 	C		
Part 1 (Introduction)				
Introduction	<ul style="list-style-type: none"> • Removed duplicated heading 'Introduction and Summary' 	G	SS	13/04/17
Part 2 (Articles)				
Article 1:	<ul style="list-style-type: none"> • 1.3.3 	G	TB	
Article 2:	<ul style="list-style-type: none"> • Introduction – corrected reference to contact centres, now customer service centres 	G	Comms	21/03/17
	<ul style="list-style-type: none"> • 2.1.4.1 (2.1.12 under new numbering) 	G	TB	
	<ul style="list-style-type: none"> • 2.1.8.1 (2.1.18 under new numbering) 	G	TB	
	<ul style="list-style-type: none"> • 2.1.9.1 (2.1.20 under new numbering) 	G	TB	
	<ul style="list-style-type: none"> • 2.3.5 	G	TB	

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	<ul style="list-style-type: none"> Para 2.9.6.1(2.9.20 under new numbering) – removed incomplete end to sentence which was superfluous as the Act had already been referenced 	C	AB	6/3/17
	<ul style="list-style-type: none"> Para 2.10.5 – correct job title as approved by Council 	C	AB	6/3/17
Article 4:	<ul style="list-style-type: none"> Para 4.1.7.3 – reformatted for clarity Para 4.5.16.8 – paragraph reference clarified 	C	<ul style="list-style-type: none"> AB AB 	<ul style="list-style-type: none"> 6/3/17 6/3/17
	<ul style="list-style-type: none"> Para 2.4.4 missing definite article in heading, corrected to Chairman of the council. 	G	Comms	21/03/17
Article 6	<ul style="list-style-type: none"> 2.6.1.6 2.6.1.2 – committee size set to seven members (requires approval at council in May 2017) 	G C	<ul style="list-style-type: none"> TB SS 	<ul style="list-style-type: none"> 11/04/17
Article 8	<ul style="list-style-type: none"> 2.8.1.2 	G	TB	
	<ul style="list-style-type: none"> Add description of employment panel 	G	TB/AB	
	<ul style="list-style-type: none"> 2.8.18 (new numbering) added description of independent panel for reviewing decisions to dismiss statutory officers following agreement of the chief executives JNC 	A	CW	02/05/17
	<ul style="list-style-type: none"> Clarify standards panel 		AB	
Article 9	<ul style="list-style-type: none"> 2.9.6 (new numbering) added West Mercia Police and Crime Panel as previously omitted 	C	CW	02/05/17
Article 10	<ul style="list-style-type: none"> 2.10.2.1 – amended for grammatical sense 	G	Comms	21/03/17
Part 3 (Functions)				
Introduction	<ul style="list-style-type: none"> Included reference to the regulations 	C	CW	02/05/17
Council functions	<ul style="list-style-type: none"> P31 column 1 specify regulations 	G	TB/AB	02/05/17
	<ul style="list-style-type: none"> P32 clarify reference to appendix 			
	<ul style="list-style-type: none"> 3.1.1 (new numbering) included delegation to MO where a parish council is inquorate and temporary appointments required 	A	CW	02/05/17
	<ul style="list-style-type: none"> 3.1.1 (new numbering) Included If a polling station cannot be used the Returning Officer has delegated powers to use another polling station as a temporary solution 	A	CW	10/05/17

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	<ul style="list-style-type: none"> Included in policy framework licensing Act 2003 reference 	C	CW	10/05/17
	<ul style="list-style-type: none"> 3.1.1 Included revised references to the Gambling Act 2005 	C	CM	11/5/17
Cabinet	<ul style="list-style-type: none"> 3.3.2.2. clarified that pay policy statement is not a cabinet function 	A	AB	30/03/17
	<ul style="list-style-type: none"> 3.3.15 (new numbering) added definition of locality 	A	CW (via SS)	25/04/17
Scrutiny	<ul style="list-style-type: none"> 3.4.2 (new numbering) omitted to include consultation by relevant persons under s23 Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013/218 	A	CW (via SS)	25/04/17
	<ul style="list-style-type: none"> 3.4.5 (new numbering) scrutiny remits table added 	A	SS	21/04/17
Other functions	<ul style="list-style-type: none"> Correction to say 'bodies' rather than 'committees' in box at top of section 	A	TB	02/05/17
	<ul style="list-style-type: none"> 3.5.2.1 – change ref to say council has 	G	TB	
	<ul style="list-style-type: none"> 3.5.4.2 clarify role of stds panel 		TB/AB	
	<ul style="list-style-type: none"> 3.5.20 (new numbering) clarification following chief executives model procedure 	A	CW	02/05/17
Officer functions	<ul style="list-style-type: none"> 3.7.4.1 clarified purchase as well as disposal 	C	AB	31/03/17
Planning and regulatory functions	<ul style="list-style-type: none"> Any function of a licensing function – wording added after Chief Executive to indicate that if representations are not withdrawn then matter will be heard by licensing sub committee 	C	CM	11.5.17
Planning and regulatory functions	<ul style="list-style-type: none"> Gambling Premises Licence section added 	C	CM	11.5.17
Part 4 (Rules)				
Council and committee	<ul style="list-style-type: none"> 4.1.2 (new numbering) removed reference to cabinet as these rules do not apply, cabinet rules are listed separately under part 4 section 4 	A	SS	02/05/17
	<ul style="list-style-type: none"> 4.1.5.2 4.1.5.2 – grammar made consistent and wording simplified 	G		
	<ul style="list-style-type: none"> 4.1.6.1 	G	Comms	23/03/17
	<ul style="list-style-type: none"> 4.1.10 – definition of quorum added 	G	Comms	23/03/17
	<ul style="list-style-type: none"> 4.1.12.1 	G		
	<ul style="list-style-type: none"> 4.1.13 (new numbering) – number of ordinary meetings of council reduced from five to four and reference to February removed 	C	AB	02/05/17

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	<ul style="list-style-type: none"> 4.1.13.2 (4.1.35 under new numbering) delete ref to petitions scheme and add reference to public participation guide amend reference to February council meeting so that it refers to meeting which is reserved for the budget 	C	TB / SS / AB	11/05/17
	<ul style="list-style-type: none"> 4.1.14.1 move definition of public up form .14.2 – this is clearer and matches wording in cabinet rules. 	G	TB	
	<ul style="list-style-type: none"> 4.1.14.1 clarification of meetings at which members may ask questions 		AB	22/03/17
	<ul style="list-style-type: none"> 4.1.14.4 add “a” 	G		
	<ul style="list-style-type: none"> 4.1.15 (new numbering) table second row from bottom added ‘except at the budget meeting’ 	C	CM	02/05/17
	<ul style="list-style-type: none"> 4.1.15.3 9.30 am or half an hour before start of meeting 	G		
	<ul style="list-style-type: none"> 4.1.15.4 c 	G		
	<ul style="list-style-type: none"> 4.1.16.8 added in motion without notice section ability to remove leader 	C		
	<ul style="list-style-type: none"> 4.1.16.13 new time for speech during debate 	C		
	<ul style="list-style-type: none"> 4.1.16.16 inserted word “carried”? 	G		
	<ul style="list-style-type: none"> 4.1.15.18 inserted “in or half an hour before the meeting” 	C		
	<ul style="list-style-type: none"> 4.1.15.24 and/or 	G		
	<ul style="list-style-type: none"> 4.1.15.40 duplication in wording 	G		
	<ul style="list-style-type: none"> 4.1.23.1 superfluous wording 	G		
	<ul style="list-style-type: none"> Flowchart of motions at Council – infographic version from comms inserted in place of word version 	C	AB	02/05/17
	<ul style="list-style-type: none"> 4.1.30 (new numbering) added ‘in setting the agenda’ 	A	CW	02/05/17
	<ul style="list-style-type: none"> 4.1.32 (new numbering) added in ‘at the meeting’ 	A	CW	02/05/17
Access to information	4.2.4.3 – edited for flow	G	Comms	23/03/17
	4.2.7 – subheading clarified	G	Comms	23/03/17
	4.2.15.3 delete duplicated wording	G		
Budget and policy	4.3.1.1 add ref to forward plan as well			

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	4.3.2.2	G		
	4.3.6.4	G		
Cabinet	4.4.2 – subheading edited for clarity	G	Comms	23/03/17
	4.4.5.2 f	G		
	4.4.8.10	G		
Scrutiny	4.5.15.6	G		
	4.5.16.7	G		
	4.5.17.1 – wording adjusted to help flow	G	Comms	23/03/17
	4.5.18.1 – action if call in is deemed not to be valid moved to separate paragraph	G	SS	11/05/17
	4.5.18.4 – wording adjusted to help flow	G	Comms	23/03/17
Contracts	4.6 Contract procedure rules added following approval at A&G 10/05/17		SS	11/05/17
Finance	4.7 Financial procedure rules added following approval at A&G 10/05/17		SS	11/05/17
Planning	4.8.2.2	G		
	4.8.4.2 – wording clarified	G		28/03/17
	4.8.9.3	G		
	<ul style="list-style-type: none"> General update to ensure consistency of name to Planning and Regulatory Committee 	G	SS	02/05/17
Employment	<ul style="list-style-type: none"> 4.9.24-26 (new numbering) additional procedures on dismissal procedure for head of paid service following agreed JNC model procedures 	A	CW	02/05/17
Part 5 (Codes and guidance)				
Code of corporate governance	NEW	C	AGC	10/05/17
Councillor code of conduct	NEW	C	AGC	10/05/17
Member officer relations code	NEW	C	AGC	10/05/17

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Confidential reporting code	Para 5.3.2.6 technical amendment to clarify route to raise victimisation concern	A,C	AB	10/02/17
Planning code	<ul style="list-style-type: none"> 5.12.4.2 specific requirement to minute reasons for site inspection removed 	C	SS	02/05/17
	<ul style="list-style-type: none"> 5.6.25 revised in light of recommended new code of conduct 	A	CW	10/05/17
	<ul style="list-style-type: none"> General update to ensure consistency of name to Planning and Regulatory Committee 	G	SS	02/05/17
Councillor call for action	<ul style="list-style-type: none"> Grammatical changes 	G	AB	11/5/17