

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

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 	<ul style="list-style-type: none"> • C 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Part 1 (Introduction)				
Introduction	<ul style="list-style-type: none"> • Removed duplicated heading 'Introduction and Summary' 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • SS 	<ul style="list-style-type: none"> • 13/04/17
Part 2 (Articles)				
Article 1:	<ul style="list-style-type: none"> • 1.3.3 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB 	<ul style="list-style-type: none"> •
Article 2:	<ul style="list-style-type: none"> • Introduction – corrected reference to contact centres, now customer service centres 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • Comms 	<ul style="list-style-type: none"> • 21/03/17
	<ul style="list-style-type: none"> • 2.1.4.1 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 2.1.8.1 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 2.1.9.1 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 2.3.5 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Para 2.9.6.1 – removed incomplete end to sentence which was superfluous as the Act had already been referenced 	<ul style="list-style-type: none"> • C 	<ul style="list-style-type: none"> • AB 	<ul style="list-style-type: none"> • 6/3/17
	<ul style="list-style-type: none"> • Para 2.10.5 – correct job title as approved by Council 	<ul style="list-style-type: none"> • C 	<ul style="list-style-type: none"> • AB 	<ul style="list-style-type: none"> • 6/3/17
Article 3:	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Section	Key change	Design principle	Changed by	Date
Article 4:	<ul style="list-style-type: none"> • Para 4.1.7.3 – reformatted for clarity • Para 4.5.16.8 – paragraph reference clarified 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • Comms 	<ul style="list-style-type: none"> • 21/03/17
Article 5:	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
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) 	<ul style="list-style-type: none"> • G • C 	<ul style="list-style-type: none"> • TB • SS 	<ul style="list-style-type: none"> • • 11/04/17
Article 7	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Article 8	<ul style="list-style-type: none"> • 2.8.1.2 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Add description of employment panel 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB/AB 	<ul style="list-style-type: none"> •
	<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 	<ul style="list-style-type: none"> • A 	<ul style="list-style-type: none"> • CW 	<ul style="list-style-type: none"> • 02/05/17
	<ul style="list-style-type: none"> • Clarify standards panel 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • AB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Article 9	<ul style="list-style-type: none"> • 2.9.6 (new numbering) added West Mercia Police and Crime Panel as previously omitted 	<ul style="list-style-type: none"> • C 	<ul style="list-style-type: none"> • CW 	<ul style="list-style-type: none"> • 02/05/17
Article 10	<ul style="list-style-type: none"> • 2.10.2.1 – amended for grammatical sense 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • Comms 	<ul style="list-style-type: none"> • 21/03/17
Article 11	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Article 12	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Article 13	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Part 3 (Functions)				
Introduction	<ul style="list-style-type: none"> • Included reference to the regulations 	<ul style="list-style-type: none"> • C 	<ul style="list-style-type: none"> • CW 	<ul style="list-style-type: none"> • 02/05/17
Council functions	<ul style="list-style-type: none"> • P31 column 1 specify regulations (CW to confirm) 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • TB/AB 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • P32 clarify reference to appendix 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<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 	<ul style="list-style-type: none"> • A 	<ul style="list-style-type: none"> • CW 	<ul style="list-style-type: none"> • 02/05/17
Local choice	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Cabinet	<ul style="list-style-type: none"> • 3.3.2.2. clarified that pay policy statement is not a cabinet function 	<ul style="list-style-type: none"> • A 	<ul style="list-style-type: none"> • AB 	<ul style="list-style-type: none"> • 30/03/17

Section	Key change	Design principle	Changed by	Date
	<ul style="list-style-type: none"> 3.3.15 (new numbering) added definition of locality 	<ul style="list-style-type: none"> A 	<ul style="list-style-type: none"> CW (via SS) 	<ul style="list-style-type: none"> 25/04/17
Overview and 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 	<ul style="list-style-type: none"> A 	<ul style="list-style-type: none"> CW (via SS) 	<ul style="list-style-type: none"> 25/04/17
	<ul style="list-style-type: none"> 3.4.5 (new numbering) overview and scrutiny remits table added 	<ul style="list-style-type: none"> A 	<ul style="list-style-type: none"> SS 	<ul style="list-style-type: none"> 21/04/17
Other functions	<ul style="list-style-type: none"> Correction to say 'bodies' rather than 'committees' in box at top of section 	<ul style="list-style-type: none"> A 	<ul style="list-style-type: none"> TB 	<ul style="list-style-type: none"> 02/05/17
	<ul style="list-style-type: none"> 3.5.2.1 – change ref to say council has 	<ul style="list-style-type: none"> G 	<ul style="list-style-type: none"> TB 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> 3.5.4.2 clarify role of stds panel (CW/CM to confirm.) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> TB/AB 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> 3.5.20 (new numbering) clarification following chief executives model procedure 	<ul style="list-style-type: none"> A 	<ul style="list-style-type: none"> CW 	<ul style="list-style-type: none"> 02/05/17
Additional arrangements	<ul style="list-style-type: none"> 			<ul style="list-style-type: none">
Officer functions	<ul style="list-style-type: none"> 3.7.4.1 clarified purchase as well as disposal 	<ul style="list-style-type: none"> c 	<ul style="list-style-type: none"> AB 	<ul style="list-style-type: none"> 31/03/17
Part 4 (Rules)				
Council and committee	<ul style="list-style-type: none"> 			<ul style="list-style-type: none">
	<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 	<ul style="list-style-type: none"> A 	<ul style="list-style-type: none"> SS 	<ul style="list-style-type: none"> 02/05/17
	<ul style="list-style-type: none"> 4.1.5.2 4.1.5.2 – grammar made consistent and wording simplified 	<ul style="list-style-type: none"> G G 	<ul style="list-style-type: none"> Comms 	<ul style="list-style-type: none"> 23/03/17
	<ul style="list-style-type: none"> 4.1.6.1 	<ul style="list-style-type: none"> G 		
	<ul style="list-style-type: none"> 4.1.7.2 iv - 			
	<ul style="list-style-type: none"> 4.1.10 – definition of quorum added 	<ul style="list-style-type: none"> G 	<ul style="list-style-type: none"> Comms 	<ul style="list-style-type: none"> 23/03/17
	<ul style="list-style-type: none"> 4.1.12.1 	<ul style="list-style-type: none"> G 		
	<ul style="list-style-type: none"> 4.1.13.2 delete ref to petitions scheme/ could refer to the separate guide (to be produced) 	<ul style="list-style-type: none"> ? 		
	<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. 	<ul style="list-style-type: none"> G 	<ul style="list-style-type: none"> TB 	

Section	Key change	Design principle	Changed by	Date
	<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"> 4.1.16.1 (detail deadline for clarity?) 	?		
	<ul style="list-style-type: none"> 4.1.16.8 add in reference to motion to change leader 	?		
	<ul style="list-style-type: none"> 4.1.16.13 reference to speaking time generally as part of a debate? 	?		
	<ul style="list-style-type: none"> 4.1.16.16 add "carried"? 	? G		
	<ul style="list-style-type: none"> 4.1.15.18 add in or half an hour before the meeting? 	?		
	<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		
	Flowchart: Can't insert comment into flowchart. What if substantive motion carried? Implies you go back to original motion?) <ul style="list-style-type: none"> Resolved with introduction of infographic 	?		
	<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			
	4.3.2.2	G		
	4.3.6.4	G		

Section	Key change	Design principle	Changed by	Date
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 new para?	G		
	4.5.18.4 – wording adjusted to help flow	G	Comms	23/03/17
Contracts				
Finance				
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 	<ul style="list-style-type: none"> G 	<ul style="list-style-type: none"> SS 	<ul style="list-style-type: none"> 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				
Councillor code of conduct				
Employee code of conduct				
Member officer relations code	Text added to composite draft		SS	02/05/17

Section	Key change	Design principle	Changed by	Date
Use of council resources by members				
Gifts and hospitality code				
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 	<ul style="list-style-type: none"> C 	<ul style="list-style-type: none"> SS 	<ul style="list-style-type: none"> 02/05/17
	5.12.6.1 CW to amend			
	5.12.8.1	G		
	5.12.6.1 CW to amend			
	<ul style="list-style-type: none"> General update to ensure consistency of name to Planning and Regulatory Committee 	<ul style="list-style-type: none"> G 	<ul style="list-style-type: none"> SS 	<ul style="list-style-type: none"> 02/05/17
Councillor call for action guide				
Public participation guide				
Roles of members guide				
Part 6 (Allowances)				
Scheme				•
Part 7 (Portfolios and committees)				