

Constitution change tracker

The table below summarises the key changes made to the content of the constitution or an underpinning process and the link to the relevant design principle agreed by Council. The design principles are:

- a) To maximise member engagement and participation in decision-making
- b) To ensure decision-making is informed, transparent and efficient
- c) To welcome public engagement
- d) To enable member and officers to perform effectively in clearly defined functions and roles
- e) To assess any resource implications for any proposed changes

Constitution Reference	Paragraph Number	Change	Design principles
Part 2, Article 5, Leader and Council	2.5.19	Insert words “and Leader	Resolution at Council on 28 May 2021
Part 2, Article 6, Scrutiny	2.6.2	Delete “Three” insert “five”	(a)
	2.6.4	Delete one sentence and insert new sentence re scrutiny management board	(a)
	New number after 2.6.6	Includes the role of scrutiny in developing policies.	(a)
	New number after 2.6.9	Insert new paragraph re scrutiny management board	(a)
Part 2, Article 8, Planning, licensing and other functions	2.8.11	Insert sentence to confirm substitution arrangements for health and wellbeing board	Clerk to health and wellbeing board
	2.8.14	Insert sentence “To act as a partnership forum in which key leaders from the local health and care system work together to improve the health and wellbeing of Herefordshire residents.”	(d)
Part 2, Article 9, joint arrangements	2.9.23 to 2.9.30	Updated children’s safeguarding arrangements	(b)

Constitution Reference	Paragraph Number	Change	Design principles
Part 3, Section 4, Scrutiny Functions	3.4.2	Included power to influence policy. Track actions Undertake annual effectiveness review.	(a) and (b)
	3.4.5 – table	Change name of committee from Adults and Wellbeing Scrutiny committee to Health Care and Wellbeing Scrutiny Committee Update to the functions of children and young people’s scrutiny committee Change of name of committee from General Scrutiny to Connected Communities Scrutiny Committee Update to the functions of Connected Communities Scrutiny Committee New environment and sustainability scrutiny committee, together with functions New Scrutiny Management Board, together with functions New paragraphs relating re functions of scrutiny committees not being exhaustive New paragraph re informal forward plan meetings	(a)
Part 3, Section 5, Other Functions	3.5.9	Add: “to Cabinet and Full Council” and “The responsibility for functions are set out in paragraphs 3.5.15 to “paragraphs 3.5.26	(a) and (b)
	3.5.10 to 3.5.15	New paragraphs	(a) and (b)
	3.5.16	New (a) and (b)	(a) and (b)

Constitution Reference	Paragraph Number	Change	Design principles
	3.5.16 (e)	Add: to include the approval of appointment of the Internal Audit Services or recommend the removal of the Internal Audit Services	(a) and (b)
	3.5.16 (g)	Add: and responsibilities	(a) and (b)
	3.5.16	New (h)	(a) and (b)
	3.5.18	New (c)to (e), (g) (n), (o)	(a) and (b)
	3.5.18	Delete: (i)	(a) and (b)
	3.5.20	New (j)	(a) and (b)
	3.5.25	Insert twice a year, delete annual	(a) and (b)
Part 3, Section 6, Additional Arrangements	3.6.2	To make it clear that the membership is to be determined by the parent committee.	(a)
	3.6.9	Insert “choose to” and delete “and are formally recognised in the appointment of committees”	(a)
	3.6.10	Delete “group leaders have an important informal function scheme, the”	(a)
	3.6.11	Insert, “For Example ...” and further description of role	(a)
	3.6.11	Insert new (a)	(a)
	3.6.11	Re-number to (b) and add “For Example ...”	(a)
Part 4, Section 1, Council and Committee Rules	4.1.15	New number 18, item of business: effectiveness reviews of committees at annual council meeting	(a) and (b)
	4.1.38 to 4.1.79	Old paragraphs deleted, new paragraphs inserted to cover questions NB: 4.1.42 ensure that ability to hold Q&A sessions is in new procedures	(a), (b) and (c)
	4.1.98	New line in box clarifying member in attendance right to speak.	(a)
Part 3, Section 3, Budget and Policy Framework	4.3.15 (b)	Insert: where a majority vote has not been achieved	(b)
	4.3.16	Insert: or concerns	(a)
	4.3.19	Insert: A majority vote must be obtained and this may involve a vote being called more than once.	(b)

Constitution Reference	Paragraph Number	Change	Design principles
Part 4, Section 5, Scrutiny Rules	4.5.2	Insert 5; delete 3 with regard to number of committees.	(a)
	4.5.4.	Insert: All other members can attend a meeting but can only speak at the discretion of the chairperson. Ability of cabinet support members to sit on scrutiny committees.	(a) and (b)
	4.5.6	Removing the restriction on non voting members and NB: change of use of language re ways of working	(c)
	4.5.7	Insert: statutory; and "Additionally ... sector"	Full Council resolution May 2021.
	4.5.10	Delete: Task and Finish Groups Insert: Ways of Working / scrutiny groups	
	4.5.11	Revised details of how scrutiny can work.	(a), (b) and (c)
	4.5.12	Description of activity undertaken by scrutiny group.	(a), (b) and (c)
	4.5.13	Reduction from 2 to 1 of the number of members from the relevant scrutiny committee to be on the scrutiny group.	(a) and (b)
	4.5.13	Scrutiny committee approve the scope of the activity.	(a)
	4.5.15	Clarify that scrutiny groups are not subject to access to information rules	(b)
	4.5.20	Deleted; moved to 4.5.12	
	4.5.27	Additional information about work programmes.	(b)
	4.5.62	Include the words By the Executive	(b)
	4.5.63	Further explanation as to why recommendations to Council cannot be called in	(b)
	4.5.71	Deleted	
	4.5.73	Describing that the access to information rules have to be complied with.	(b)
	4.5.81	Advising that the decision cannot be implemented	(b)
	4.5.92	Clarification that the pre-decision call in is determined by the parent committee.	(b)
	4.5.93	Amalgamated into 4.5.92	
	4.5.94	Restrictions on subsequent call ins.	

Constitution Reference	Paragraph Number	Change	Design principles
	4.5.95	Change advisory to mandatory.	(b)
	4.5.97 to 4.5.116	Deleted; now questions procedure in one place.	(c)
Part 4, Section 9, Employment Rules	4.9.2.	New paragraph outlining statutory legislation	(b)
	4.9.25 to 4.9.37	New paragraphs to update in line with statutory legislation	(b)
	4.9.38	Delete: the following paragraphs Inserts: these rules	(b)
	4.9.39	Change language to panel rather than independent persons. Insert: or not	(b)
	4.9.41	Deleted as not relevant	
	4.9.42	Change to independent persons panel.	(b)
		Increased size of panel to ensure disciplinary and appeal panel	
Part 5, Section 9, Role of Members	5.9.26	Insert “s” at end of councillors	
	Chairperson of Council	Insert: “full” at third bulletin point	
	Group Leaders	Revision to section to update group leaders’ role and include purpose of group leader meetings	(b)
	Cabinet Members	Insert “and strategy” on 4 th bulletin point	(b)
	Generally	Amend capitalising of words where necessary	
Chief Executive Scheme of Delegation	16	Update indemnity to include members or former members	(b)
	17	New paragraph	(b)
	18 (c)	New sub-paragraph	(b)
	20	New paragraph	(b)
Planning Code and Guidance		Documents combined to create one document in its entity.	(b) and (c)
Questions		Councillor and Member of Public questions combined into one document. Questions to be submitted	(c)