

Record of changes made to the constitution of Herefordshire Council following implementation on 19 May 2017

The constitution of the council was approved on 16 December 2016, with further approvals of codes and guides on 19 May 2017. The table below summarises the changes made to the constitution which was implemented on 19 May 2017, and explains the reasons for each change.

Significant revisions to the constitution were agreed by Council on 4 March 2022 and implemented from 20 May 2022. The detail of those changes is not listed here, please see the agenda papers to Council on 4 March and 20 May. Any changes below dates after 4 March 2022 are to the version of the constitution implemented on 20 May.

The monitoring officer has delegated authority to make technical changes (grammatical, formatting, and consistency) or those required by law.

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 0 Contents		Reference to glossary removed	Glossary no longer included in constitution	19/05/17	Monitoring Officer
Part 1 Introduction and Summary	1.1.2	Reference to glossary removed	Glossary no longer included in constitution	19/05/17	Monitoring Officer
Part 4 Section 6 Contracts procedure rules	4.6.19	Change extensions to exemptions.	Typographical correction	19/05/17	Monitoring Officer
Various	Various	Hyperlinks added to cross references. Cross references updated to correct typographical errors.	Improved connectivity between sections of constitution and typographical corrections.	19/05/17	Monitoring Officer
Part 6 Councillors Allowance Scheme	6.1.1 – 6.1.13	Updated allowance scheme added	Updated scheme approved at full council 19 May 2017.	01/06/17	Monitoring Officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7 Section 1 Cabinet Portfolios	Various	Updated cabinet member portfolios added	Update cabinet portfolios with effect from 1 June	01/06/17	Monitoring Officer
Part 7 Section 2 Membership of committees	Various	Updated committee membership details	Updated membership as notified to scrutiny officer to be effective from 19 May	01/06/17	Monitoring Officer
Part 7 Section 3 Management Structure		Updated management structure added	Updated to reflect changes in personnel	16/06/17	Monitoring Officer
Part 5, Section 2 Councillor code of conduct	5.2.8 – table entry B	Corrected numbering of standards. Corrected value of gifts to be declared from £10 to £20.	Typographical correction	16/06/17	Monitoring Officer
Part 5, Section 2 Councillor code of conduct	5.2.17	Correction to ‘can I participate’ column against other declarable interests – tick changed to cross	Typographical correction	16/06/17	Monitoring Officer
Part 3, Section 1 Council Functions	3.1.1	Applied row numbers to table of functions	For clarity and ease of cross-referencing	26/06/17	Monitoring Officer
Part 4, Section 7 Financial Procedure Rules	4.7.120	Corrected cross reference from 4.7.18 to 4.7.132	Correction	11/07/17	Deputy Monitoring Officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7, Section 2 Membership of committees	Membership table	Updated committee memberships	Change of IoC membership on planning and regulatory committee	13/07/17	Democratic Services Manager
Part 7, Section 1 Cabinet Member Portfolios	N/A	Names and portfolios of cabinet members updated	To take account of changes caused by departure of Councillor Morgan	01/08/17	Deputy Monitoring Officer
Part 7, Section 2 Membership of committees	Membership table	Updated committee memberships	Change to membership to take account of Councillor Durkin becoming a cabinet member	01/08/17	Deputy Monitoring Officer
Part 4, Section 2 Access to Information	4.2.54	Change word 'meeting' to 'decision'	Typographical correction	09/08/17	Monitoring Officer
Part 7, Section 2 Membership of committees	Membership table	Updated committee memberships	Change to membership of General Scrutiny and Audit and Governance	16/08/17	Deputy Monitoring Officer
Part 3, Section 5, Other Functions	3.5.12	Add (j) to give audit and governance committee the ability to undertake community governance reviews and make recommendations to council	To add in a delegation given to the committee in March 2012 which had been omitted	11/10/17	Monitoring Officer
Part 3, Section 5, Other Functions	3.5.12	In (c) change "raising concerns at work" to "confidential reporting cycle"	To mirror the name of the policy in the constitution	11/10/17	Deputy monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7 Section 1 Cabinet Portfolios	Various	Updated cabinet member portfolios added	Update cabinet portfolios with effect from 1 December	01/12/17	Monitoring Officer
Part 7 Section 2 Committee Membership	Employment Panel	Add Cllr RJ Phillips to employment panel membership	To fill vacancy created by resignation of Cllr PM Morgan	5/5/18	Deputy monitoring officer
Part 4, Section 6 Contract Procedures Rules	2 boxes in table (High Value and EU Tender) and paragraph 4.6.13	New threshold levels	Technical: Crown Commercial Services – Procurement Policy Note – New Thresholds (04/17). New threshold levels being applied for purposes of the Procurement Regulations.	9/1/18	Monitoring Officer
Part 7 Section 2 Committee Membership	Audit and Governance Committee	Remove Cllr LC Tawn; replace with Cllr AJR Powers	Change requested by Cllr AJR Powers as Group Leader for IoC	24/1/18	Monitoring officer
Part 7 Section 2 Committee Membership	Children's Scrutiny / Employment Panel	Add Cllr RJ Phillips as vice chair Add Cllr ACR Chappell as member of children's scrutiny committee Remove Cllr M Lloyd-Hayes as member of children's scrutiny committee	Appointment of vice-chairman as part of the political proportional report to council in January 2018 Change in political proportionality following by-elections and as per report to council in January 2018.	31/1/18	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7 Section 2 Committee Membership	Various	Changes to cabinet and general scrutiny	Update cabinet member details with effect from 13 March 2018 and to show vacancy in general scrutiny	13/3/18	Monitoring officer
Part 7 Section 1 Cabinet Portfolios	Various	Updated cabinet member portfolios added	Update cabinet portfolios with effect from 13 March 2018	13/3/18	Monitoring Officer
Part 7 Section 2 Committee Membership	Planning membership	Remove Cllr Swinglehurst from Planning and Regulatory Committee	Cllr Swinglehurst no longer member of planning and regulatory committee after meeting on 14/3/18	15/3/18	Deputy Monitoring officer
Part 7 Section 3 Directorate Structure Charts	N/A	Updated structure chart as at 1 January 2018	Structure chart was dated June 2017.	15/3/18	Monitoring Officer
Part 7 Section 2 Committee Membership	General Scrutiny	Remove Vice Chairman from Con vacancy. Replace Cllr Cutter with Cllr Anderson	Typo Cllr Cutter no longer a member of General Scrutiny Committee	20/3/18	Deputy Monitoring officer
Part 7 Section 2 Committee Membership	Various	Changes to AWB Scrutiny: Cllr Mayo replaced with Cllr Williams Genera Scrutiny: Cllr AW Johnson to fill vacancy CWB Scrutiny: Cllr Hyde replaced with Cllr Butler Planning: Cllr Williams to fill vacancy	To update the committee membership following notification of changes in memberships	23/3/18	Democratic services manager
Part 7 Section 2 Committee Membership	Cabinet	Change in portfolio name from Finance housing and corporate services to finance and corporate services	To reflect movement of housing from cabinet member for finance and corporate services to	3/4/18	Deputy monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			cabinet member for health and wellbeing		
Part 7 Section 1 Cabinet Portfolios	Various	Change in portfolio name from Finance housing and corporate services to finance and corporate services Move responsibility for housing to cabinet member for health and wellbeing	To reflect movement of responsibility for housing from cabinet member for finance and corporate services to cabinet member for health and wellbeing	3/4/18	Deputy monitoring officer
Part 7 Section 2 Committee Membership	Planning and regulatory committee	Replacement for Cllr Kenyon on Planning and Regulatory Committee	To reflect that Cllr Lloyd-Hayes has replaced Cllr Kenyon on planning and regulatory committee	9/5/18	Deputy monitoring officer
Part 6 Section 1 Councillors' Allowances Scheme	Various	Update allowances figures	To reflect the NJC pay award from 1 April 2018	25/5/18	Monitoring Officer
Part 7 Section 2 Committee Membership	Various	Update to committee membership following Council on 25 May 2018	To reflect the current membership of committees	12 June 2018	Monitoring officer
Part 4, Section 4 Cabinet Rules	4.4.11 (a)	Delete words "their question" and insert "question" after supplementary	Change to be in accordance with changes to council procedure rules	29/6/18	Monitoring Officer
Part 3, Section 1, Council Function	3.1.1.A Table of Functions	Insert council tax reduction scheme under S13A, Local Government and Finance Act 1992 as amended	Technical – legal requirement	29/6/18	Monitoring Officer
Part 7 Section 3	N/A	Updated structure chart as at 1 June 2018	Structure chart was dated January 2018.	29/6/18	Monitoring Officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Directorate Structure Charts					
Part 7 Section 2 Committee Membership	Planning Committee	To show Conservative vacancy	Changed to reflect the change of political party by Councillor E Holton	12/7/18	Monitoring Officer
Part 4 Section 6 Contracts Procedures Rules	4.6.19	Waiver forms to be sent to commercial services team, replacing head of law and governance.	Due to secondment of staff.	27/07/18	Monitoring Officer
Part 7 Section 2 Committee Membership	Planning Committee	Insert Cllr NE Shaw into the Conservative vacancy following Cllr Holton's move to Hfds Independents	To reflect the current membership of the committee	6/8/18	Monitoring Officer
Part 3, Section 1, Council Function	3.1.1.A Table of Functions	<p>Insert the delegations to:</p> <p>47 (d) Monitoring officer to recruit 3 independent persons</p> <p>(47) (e) Chief finance officer in consultation with cabinet member for finance and corporate sections to Make in year amendments to the capital programme to reflect additional external funding secured in year</p> <p>Correct typo in 47 (b) from 2001 to 2011</p>	<p>To add retrospectively the delegation to the monitoring officer for the recruitment of independent persons which was agreed at the council meeting on 25 May 2012</p> <p>To add the delegation approved at council on 13 July 2018</p>	6/8/18	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			Typo – as it is a reference to the Localism Act 2011.		
Part 4 Section 4, Cabinet Rules Part 4, Section 5, Scrutiny Rules	4.1.49 (d) 4.4.66 (d) 4.4.33 (d) 4.4.42 (d) 4.5.102 (d) 4.5.114 (d)	Insert word “not”	Typo – the word not is missing as otherwise the sentences do not make sense	6/8/18	Monitoring officer
Part 5, Section 5, Scrutiny Rules	4.5.12	Delete second paragraph to number	There is no longer a special responsibility allowance attached to a task and finish group chairperson.	6/8/18	Monitoring officer
Part 4, Section 3, Budget and Policy Framework Rules	4.3.12	Change to references to council and committee procedures from 4.1.108 and 4.1.109 to 4.1.06 and 4.1.07	Typo – following changes to the constitution	17/8/18	Deputy monitoring officer
Part 3, Appendix 1 Planning Functions	Fourth row of table	Add reference to sections 70B and 70C of the Town and Country Planning Act 1990	Update to reflect correct and current legislation	29/08/18	Monitoring officer
Part 3, Section 6 Additional Arrangement s	Champion role profiles	Insertion of champion role profiles	Role profiles for member champion and member champion for the Civilian Military	26/10/18	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			Task Group (CMTG) added		
Part 3, Section 1 Council Functions	3.1.1 row 2	Add reference to capital strategy and asset management plan	To reflect new Cipfa guidance	26/10/18	Monitoring officer
Part 4, Section 1, Council and Committee Rules	4.1.105	Insert "in written text" after the word submit	To make clear that it is a written submission and not verbal	2/11/18	Monitoring officer
Part 7 Section 2 Committee Membership	Various	Replace Councillor Seldon from Planning and regulatory and replace with Councillor Holton Change the name order in all committees to alphabetical Update the names of the co-opted members for Children's Scrutiny	To reflect the change of political proportionately. Make it easier to see who sits on which committee To reflect the changes in the co-opted membership for children's scrutiny	2/11/18	Monitoring officer
Part 2, sections 8 and 9 Part 3, sections 4 and 5 Part 4, sections 8 and 9 Part 5, section 6	Various	Amended director and assistant director post titles to reflect new directorate structure	Consequence of changes to post titles following directorate restructure.	16/11/18	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 4, Section 1, Council and Committee Rules	4.1.155	Amend reference in paragraph to 4.1.165 to 4.1.64	Technical amendment as incorrect cross-referencing	29/1/19	Deputy monitoring officer
Part 7, Section 1 (Cabinet Portfolios) and Part 7, Section 2 (Committee Membership)	N/A	Update committee membership	Following the passing of Councillor Jenny Hyde	12/02/19	
Part 5, Section 2 councillor code of conduct	5.2.11	Updated address where physical copy of register of interests may be inspected	Change of office base for governance and democratic services staff	03/04/19	Monitoring Officer
Part 5, Section 3 employee code of conduct	Whole section	Replaced with new code of conduct	Revision of employee code of conduct completed and new version published	03/04/19	Deputy monitoring officer
Part 2, Section 8 planning, licensing and other functions	2.8.24	Updated arrangements for standards panel	To comply with Local Government Act 1972 and Localism Act 2011	09/04/19	Monitoring officer
Part 2, Section 9 joint	2.9.6	Updated to remove reference to Marches Enterprise Joint Committee	Joint committee ceased with effect from 31 March 2019	09/04/19	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
arrangements					
Part 3, Section 1 council functions	3.1.1	Under row 2 column 2 where it says council meeting only inserted "recommended from cabinet". Under row 2 column 2 cut out s5 of the Licensing act 2003 and the pay policy and created a new row 3 with the heading other policies and added these two in which are council meeting only.	Technical corrections	11/04/19	Monitoring officer
Part 6, Section 1 councillor allowances scheme	Whole section	Updated allowances	Annual uplift applied	17/04/19	Monitoring officer
Part 3, Section 1 Council functions	3.1.1	Added taxi and private hire policy to list of 'other policies'	Correction to omission	17/04/19	Monitoring officer
Part 3, Section 1 Council functions	3.1.1 row 8	Added delegation to leader of the council to appoint chairperson of health and wellbeing board	Delegation made by council 25 May 2018	17/04/19	Monitoring officer
Part 2, Section 8 planning, licensing and other functions	2.8.10	Added delegation to leader of the council to appoint chairperson of health and wellbeing board	Delegation made by council 25 May 2018	17/04/19	Monitoring officer
Part 5, Section 9 role of members	Appendix 1	Added chairperson of council role profile	Correction to omission from list of roles	17/04/19	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 3, Section 6 additional arrangements	3.6.11	Added reference to codes of conduct to group leader role	Correction to omission from list of roles	17/04/19	Monitoring officer
Part 7 Sections 1 and 2 Cabinet Portfolios and Committee Membership	Both documents	Both documents taken down until decisions taken on or after 24 May with regard to appointment to cabinet member portfolios and committee membership	Local elections held on 2 May 2019	3/5/19	Monitoring officer
Part 7 Section 1 Cabinet Portfolios	Whole document	Updated with new cabinet members	New cabinet members appointed following local elections.	29/05/19	
Part 7 Section 3 Structure chart	Whole document	Updated with new interim AD in adults	Appointment of interim assistant director all ages commissioning	29/05/19	
Part 2, Section 11 Decision Making	2.11.2 (b)	Removed erroneous hyperlink	Hyperlink not required	29/05/19	Deputy monitoring officer
Part 5, Section 6 Planning Code	5.6.27 – 28	Minor amendments to text	Technical amendment	29/05/19	Monitoring officer
Part 7 Sections 1 and 2 Cabinet	Both documents	Update to cabinet member portfolios Change from Community and place based to Housing, regulatory and community safety.	Change by the Leader to portfolios	9.7.19	Deputy Monitoring Officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Portfolios and Committee Membership		Community engagement and development and customer services moved to Health and adult wellbeing portfolio			
Part 2, Article 9 Joint Arrangements	7	Public health is no longer a shared function with Shropshire	Technical amendment	9.7.19	Monitoring officer
Part 3.3 Cabinet Functions	6	Remove reference to pay policy statement being a budget and policy framework item	Technical amendment	9.7.19	Monitoring officer
3.1. Council Functions	2a New 3a	Move 2a to become 3a to make it clearer that other policies are not budget and policy framework items	Technical amendment	9.7.19	Monitoring officer
4.6 Contract procedure rules	17	Permission changed to acceptance of the risk that is involved in proceeding	Typographical error given possible misinterpretation of the word "permission"	9.7.19	Monitoring officer
Part 2, Article 9 Joint Arrangements	2.9.23-25	Remove reference to Herefordshire Safeguarding Children's Board and add details of Herefordshire Safer Children and Young People Partnership	To reflect new arrangement for children's safeguarding.	12.08.19	Deputy Monitoring officer
Part 4, Section 1 council and committee meeting rules	4.1.14-15	Amendment to row 19 to move "(except in a year when there are ordinary elections)" to after reference to annual meeting	To clarify that no annual report from the leader is required at the first meeting following ordinary elections.	12.08.19	Monitoring officer
Part 3, Appendix	Power to grant consent for	Updated reference to regulations – now 2007/783	Update in regulations	12.08.19	Deputy monitoring officer –

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Planning Functions	the display of advertisements				confirmed by senior Planning, Highways and Regeneration Solicitor
Part 4, Section 1 council and committee meeting rules	4.1.98	Add right to reply to debate on motion by proposer, separate from rights on amended motion.	Clarity and in line with explanation at 4.1.115	12.08.19	Monitoring officer
Part 2 Section 5 the leader and the cabinet	2.5.11	Remove reference to section 3 of part 3	Correct typo - reference should refer to all of part 3, not just section 3	12.08.19	Monitoring officer
Part 2, Section 8	2.8.24	Change to be 3 members of audit and governance	Type change in case IP can sit as chair and three members of AGC still needed	4.9.19	Monitoring officer
Part 5, Section 5	5.5.50	Add named contact for external auditor	Approved at audit and governance committee on 24 September 2020	25.9.20	Monitoring officer
Part 3, Section 3	3.3.9 ©	Add reference to financial procedure rules guidance.	Updated to reflect guidance is now separate document.	07.11.19	Monitoring officer
Part 3, Section 3	3.3.9	Add new (b) regarding non-key decisions across more than one portfolio areas	Typographical correction	07.11.19	Monitoring Officer
Part 4, Section 3	4.3.22	Remove reference to 4.7.18	Changes to financial procedure rules so reference no longer appropriate	07.11.19	Monitoring Officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 4, Section 7	Table of FPRs	Correct approval required for movements over £250,001	Typographical correction (cannot have joint decision makers)	07.11.19	Monitoring Officer
Part 2, Section 9	2.9.24 onwards	Add reference to adoption and fostering bodies and update reference to safeguarding boards	To reflect changes in safeguarding arrangements and Herefordshire Adoption Service joining Adoption Central England (ACE)	07.11.19	Monitoring Officer
Part 2, Section 9	2.9.22	Added listing for Agreed Syllabus Conference	To reflect that the Council is required to convene an Agreed Syllabus Conference (ASC) to review the Agreed Syllabus every five years or upon request by SACRE.	21.11.19	Monitoring Officer
Part 5, Section 3	6.3	Updated web link to Employee Interests policy	Policy name and location changed following update.	04.12.19	Monitoring Officer
Part 3, Section 1	3.1.1	Clarified that recommendation on pay policy statement comes to council from employment panel	To make consistent with articles and functions of employment panel	23.12.19	Monitoring Officer
Part 7 Section 2 Committee Membership	Children and Young People's Scrutiny Committee	Add Cllr Graham Andrews to the vacancy for Herefordshire Independents	Group Leader notification that Cllr Graham Andrews is the Herefordshire Independent representative on the committee	8/1/20	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7, Section 3 Directorate structure chart	Whole document	Updated structure chart:	Richard Ball now permanent director of economy and place Donna Vickers – change of name	8/1/120	Monitoring officer
Part 4, Section 6 (contract procedure rules) and Section 7 and 7b (finance procedure rules and guidance)	Whole document	Updated contract procedure rules; finance procedure rules and finance guidance	Updated version approved at audit and governance meeting held on 28 January 2020	28/1/20	Monitoring officer
Part 7, Section 7 (finance procedure rules)	Grants	Add in the words “Chief Finance Officer (in consultation with” ...	Legal Change as management board is not a decision making body	29/1/20	Monitoring officer
Part 7, Section 1 (cabinet portfolios)	Whole document	Add in Cllr Ellie Chowns as support member for Cllr Trish Marsh	Notification from Leader of the Council that a new cabinet support member had been appointed	1/2/20	Monitoring officer
Part 7, Section 2 (Committee Membership)	Cabinet portfolios	Add in Cllr Ellie Chowns as support member for Cllr Trish Marsh	Notification from Leader of the Council that a new cabinet support member had been appointed	1/2/20	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 4, Section 5 (Scrutiny rules)	4.5.109	Change to how questions are dealt with at scrutiny committees and to make clear that cabinet member will make reasonable endeavours to attend.	Approved at Council on 14 February 2020	14/2/2020	Monitoring officer
Part 4, Section 4 (Cabinet rules)	4.4.30 and 4.4.41	Change the deadline for questions to be submitted to 9.30 am on the third day prior to the meeting	Approved at Council on 14 February 2020	14/2/2020	Monitoring officer
Part 3, Section 1 (Council Functions)	Table 3.1.1 part 2a	Update reference to Corporate Plan to include "now known as the County Plan"	Adoption of new County Plan by Council on 14 February 2020.	03/03/2020	Monitoring officer
Part 7, Section 1 (Cabinet Portfolios)	N/A	Removed Councillor Trish Marsh and changed Councillor Ellie Chowns	Change in cabinet appointments as at 1 March 2020.	03/03/2020	Monitoring officer
Part 7, Section 2 (Membership of Committees)	Cabinet listing	Removed Councillor Trish Marsh and changed Councillor Ellie Chowns	Change in cabinet appointments as at 1 March 2020.	03/03/2020	Monitoring officer
Part 6, Section 1 (Councillor allowance scheme)	Various	Reference to extension of NJC pay award to May 2021 and that pay award will be applied and backdated once agreed	Approval at council of extension. NJC pay award not yet agreed so will be applied once finalised	13/4/2020	Monitoring officer
Part 5, Section 1 (Code of Corporate Governance)	Various	Replaced "Corporate Plan" with "County Plan"	To reflect the accurate description of the county plan	13/4/2020	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 5, Section 6 (Planning code)	5.6.30 and 5.6.43	Replace “prejudicial” with “disclosable pecuniary”	To reflect the correct terminology for declaring interests.	13/4/2020	Monitoring officer
Part 4, Section 1 (council and committee rules)	4.7.174	Replace disclosable interests with Schedule 1, Schedule 2 and Other interests	To ensure consistency of wording between the rules and the code of conduct	15/4/2020	Monitoring officer
Part 7, Section 3 (Structure Chart)	7.3	Replaced structure chart with latest version	Reflecting new appointments	15/04/2020	
NEW: Annexe	N/A	To insert a new annexe to amend the existing standing orders on a temporary basis	To reflect the changes required in light of Covid-19.	21/4/2020	Monitoring officer
Part 5, Section 8	Document	New version to reflect changes in light of Covid-19	To reflect the changes required in light of Covid19	28/4/2020	Monitoring officer
Article 8, Planning, licensing and other functions	Health and Wellbeing Membership	Update to the HWBB membership	At the request of the HWBB following a review by the Board.	17/7/2020	Council
Part 4, Section 1 Council and Committee Rules	4.1.13	Update to minimum number of council meetings from 4 to 5 per year.	Agreed at council	17/7/2020	Council
Part 4, Section 1	4.1.90	Delete the word “ordinary” in the first sentence	Typographical error identified by monitoring officer	28/7/2020	Monitoring officer

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Council and Committee Rules					
Part 3 Section 5, Other Functions	3.5.7 (o)	Additional function for the licensing sub committee to hear appeals in connection with pavement licences	Delegation from Council to monitoring officer to make a legal change once the Business and Planning Act 2020 came into force	28/7/20	Monitoring officer
Part 7, Section 1, Cabinet Portfolios	N/A	Added Cllr Yolande Watson to health and adult wellbeing portfolio	Additional cabinet support member appointment from 1 August	05/08/2020	
Part 7, Section 2, Membership of Committees	Cabinet and Planning Committee sections	Added Cllr Yolande Watson to cabinet support members list, removed Cllr Watson from Planning and Regulatory Committee and replaced with Cllr Wilding	Additional cabinet support member appointment and consequential change to membership of planning and regulatory committee	05/06/2020	
Annexe	3.7 (Voting)	Insert ability to use electronic voting	To reflect that electronic voting can be used in a virtual setting. Wording agreed with DMO.	03/09/2020	DMO
Part 6	All	Update the figures for the basic and SRA allowances	NJC pay award agreed at 2.75%	10/09/2020	MO
Part 7, Section 2, Membership of Committees	Employment Panel	Change the vice-chairperson from Cllr A Johnson to Cllr E Chowns Delete the children's scrutiny co-optees	Change at Council on 11 September 2020	11/09/2020	MO

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7, Section 2, Membership of Committees	Various	Adults and Wellbeing Scrutiny Committee: remove Cllr Summers following resignation from the committee General Scrutiny: replace Councillor Symonds for Councillor Stark Cabinet support member in opposition: create title and add Cllr Symonds	Changes as notified by either the councillor, group leader or Leader of the Council	2/10/2020	MO
Part 7, Section 1, Cabinet portfolios	Cabinet member infrastructure and transport	Add Cllr P Symonds as the opposition cabinet support member for the cabinet member, infrastructure and transport	As notified by Leader of Council	2/10/2020	MO
Part 7, Section 3 Structure of the council	Whole document	Changes to the directorate management structure	As announced by the CX re the creation of deputy CX roles.	2/10/2020	MO
Part 7, Section 1, Cabinet portfolios	Leader's portfolio	Governance of external arrangements with companies, outside bodies and partnerships	Leader updated the details in his portfolio	07/10/2020	MO
Part 7, Section 2, membership of committees	General scrutiny and planning and regulatory committee	Remove Cllr B Hunt from General Scrutiny and planning and regulatory committee membership	Cllr Hunt passed away on 6 October 2020	07/10/2020	MO
Part 5, Section 5, Whistleblowing policy	Whole section	New whistleblowing policy added	New policy agreed by audit and governance committee.	02/11/2020	MO
Part 2, Section 9	2.9.20	Updated membership of SACRE	To reflect changes made to the	03/11/2020	SB

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			membership to include additional faith representatives.		
Part 7, Section 2, membership of committees	2.12.20	Update membership of children's scrutiny, general scrutiny and planning and regulatory committee membership	To reflect the addition of two education co-optees; add Cllr Matthews to general scrutiny and add Cllr Graham Jones to planning and regulatory committee	2/12/2020	CM
Part 3, Section Appendix Planning Function	2.12.2020	Add delegation to chief executive re Article 4 and Article 5 to the Town and Country Planning (General Permitted Development) (England) Order 2015	Technical change as legislation was omitted	2/12/2020	MO
Part 4, Section 6, contract procedure rules Part 4, Section 7, finance procedure rules, Part 5.7b, financial guidance	26.1.2021	Update contract procedure rules, finance procedure rules and financial guidance	Annual update to the contract procedure rules, finance procedure rules and financial guidance	26.1.2021	Audit and Governance
Annexe	Covid19 Interim Standing Orders	Amendments to the interim standing orders	To reflect changes in practice, particularly the publishing of the recorded electronic	23/04/2021	Acting Chief Exec (solicitor to the council)

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			vote as an appendix to committee minutes.		
Part 4, Section 1 Council and committee rules, Part 4 Section 4 Cabinet rules Part 4, Section 5 Scrutiny rules Part 5, Section 5 Public participation	4.1.53, 4.1.72 4.4.11, 4.4.36, 4.4.45, 4.5.106 4.5.116, 5.8.23	Amended to show that supplementary questions can be submitted in writing as well as attending in person	Technical change so there is an option to attend in person or to submit in writing a supplementary question	17/5/2021	Monitoring officer
Part 7, Section 2, Cabinet Member Portfolios	Whole Document	Update to Cabinet Member Portfolios	Leader decision to amend portfolios and to add an additional cabinet member	1/6/2021	Monitoring officer
Part 7, Section 2, Membership of Committees	Whole document	Update to committee membership	Group leaders notifying of changes to the committee membership	28/5/2021 to 10/6/2021	Monitoring officer
Part 7 Section 1, Cabinet Member Portfolios	Two portfolio areas	Change of responsibility for Registration Services	As requested by the Leader, move the cabinet member responsibility for registration services	5 July 2021	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			from Cllr Tyler to Cllr Davies		
Part 7, Section 2 Membership of Committees	Planning and regulatory committee membership	Add Councillor Sebastian Bowen	Cllr Bowen added due to Cllr Kenyon resignation from the committee	5 July 2021	Monitoring officer
Part 5, Section 5, Whistleblowing	Whole document	Update to contact details	Contact details out of date	9/7/21	Monitoring officer
Part 3, Section 3, Cabinet Function	3.3.9 (b)	Delete (b)	typographical error has overcomplicated exceptional decision making	9/7/21	Monitoring officer
Part 7, Section 2, Membership of Committees	Whole document	Update to committee membership	Update to portfolio areas	1/8/21	
Part 7 Section 1, Cabinet Member Portfolios	Whole document	Change to cabinet portfolios	Leader changed cabinet member portfolio	1/8/21	
Part 5, Section 5, Whistleblowing	Whole document	Update to contact details	Contact details out of date	03/08/21	Monitoring officer
Part 5, Section 2	5.2.8 – table entry G	Update to Leadership principle to add “and treat others with respect”	Principle updated following standards in public life report in November 2021.	17/01/22	Monitoring officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Councillor code of conduct			Upholding Standards in Public Life - A report of the Standards Matter 2 review (publishing.service.gov.uk)		
Part 7, Section 1, Cabinet Member Portfolios	Whole document	Change to portfolio title – Housing, Regulatory Services and Community	Minor change to portfolio title to reflect Talk Community and related service areas	21/04/22	Monitoring officer
Various	Various	Various	See agenda papers for Council 4 March 2022 for significant changes to constitution, implemented from 20 May 2022. Changes referenced after 4 March 2022 relate to changes made to revised constitution.	20/05/2022	Council
Part 2, Section 8	2.8.9	Titles of officers forming part of membership of health and wellbeing board updated	To reflect changes in corporate structure	20/05/2022	Deputy Monitoring Officer
Part 2, Section 8	2.8.17	Composition of employment panel updated to six councillors.	For consistency with other sections and reflecting change agreed by Council 4 March	20/05/2022	Deputy Monitoring Officer
Part 2, Section 10	2.10.8	Title of post designated as monitoring officer changed to director of governance and law	As designated by Council on 4 March 2022 following	21/03/2022	Council

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			organisational restructure		
Part 4, Section 9, Employment Rules	4.9.4	Updated titles of posts at (d) to (f) to corporate directors	To reflect new organisational structure	20/05/2022	Deputy Monitoring Officer
Part 3, Section 5, Other Functions	3.5.4	Replaced references to assistant director, regulatory, environment and waste services with service director, regulatory	To reflect new organisational structure	20/05/2022	Deputy Monitoring Officer
Part 4, Section 8, Planning Rules	4.8.24, 4.8.30 and 4.8.33	Replaced references to assistant director, regulatory, environment and waste services with service director, regulatory	To reflect new organisational structure	20/05/2022	Deputy Monitoring Officer
Part 4, Section 4 Cabinet Rules	4.4.11, 4.4.13, 4.4.24 changed 4.4.29 to 4.4.46 removed	Removed paragraphs on public and councillor questions and replaced with reference to new questions on notice section	To make rules consistent with new questions on notice section in council and committee rules	20/05/2022	Deputy Monitoring Officer
Part 5, Section 6 planning code	5.6.13	Replaced references to assistant director, regulatory, environment and waste services with service director, regulatory	To reflect new organisational structure	20/05/2022	Deputy Monitoring Officer
Part 4, Section 6 Contract procedure rules	Table	Updated thresholds	Thresholds updated in line with PPN 10/21 effected from 1 January 2022.	20/05/2022	Deputy Monitoring Officer
Part 3, Section 5	3.5.21	Remove reference to delegated authority to suspend to head of paid service.	Consequential change following approval of new paragraphs on	20/05/2022	Deputy Monitoring Officer

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Other functions			suspension in part 4, section 9 Employment Rules		
Part 4, Section 1 Council and committee meeting rules	4.1.40	Definition of working day added when calculating deadline for questions on notice and explanation added to table.	For clarity on deadlines.	20/05/2022	Deputy Monitoring Officer
Part 5, Section 8 Public participation guide	5.8.14	Definition of working day added when calculating deadline for questions on notice and explanation added to table.	For clarity on deadlines.	20/05/2022	Deputy Monitoring Officer
Part 5, Section 8 Public participation guide	5.8.22	Added reference to written supplementary questions	To bring in line with updated section in part 4, section 1 on questions on notice.	20/05/2022	Deputy Monitoring Officer
Part 6, Section 1 Councillor Allowances	Whole section	Updated councillor allowances	Following NJC award for April 2021 and changes agreed at Council 20 May 2022.	20/05/2022	Council
Part 4, Section 6 Contract Procedure Rules	Whole section	Key changes include: a. Legislative changes to the UK Procurement Threshold; b. A new paragraph on the Basic Principles has been included to provide clarity and ensure consistency on factors to take into account when initiating a procurement; c. A new paragraph has been included to support the existing guidance on the principles of evaluating procurements and is included in line with audit recommendations.	To ensure council Contract Procedure Rules are up-to-date and provide clarity of roles, accountabilities and process.	25/07/2022	Audit and Governance Committee

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By	
Part 7, Section 1 Cabinet member portfolios	Infrastructure and transport	Removal of the word 'Opposition' in 'Opposition Cabinet Support: Councillor Paul Symonds (BBLP)'	To reflect a change in political group.	5 October 2022	Democratic Services	
Part 7, Section 3 Management Structure Chart	Whole chart	Updated post titles and holders.	To reflect new appointments.	30 November 2022	Democratic Services	
Various	2.6.6, 4.1.15, 5.4.69	Changed references to chairmen to chairpersons	In line with previous resolution to be gender neutral	5 April 2023	Monitoring Officer	
Part 4, Section 1 Council and Committee Meeting Rules	4.1.98	Change table of who can speak / time limits			To ensure clarity and consistency around time limits for speaking at meetings of the Council. With respect to the proposing and seconding of the budget, this is to formalise in the constitution the practice that has been followed by the Leader and Cab Member for finance in recent years.	Monitoring Officer
		Purpose of speech	Who can make the speech	Length of speech		
		Present a report	Leader Cabinet member Committee chairperson	5 minutes		
		Propose original motion	Proposer	5 minutes		
Second the motion	Seconder (may reserve their right to speak	3 minutes				

Part and Section	Paragraph number(s)	Details of Change			Reasons for Change	Date of Change	Change Made By
				until the end of the debate)			
			Propose an amended motion	Any member other than proposer/second er of original motion	3 minutes		
			Second an amended motion	Any member other than proposer/second er of original motion	3 minutes		
			Speak during debate – <i>please note that the time limit indicates that a member may only speak once during a debate.</i>	Any member other than proposer and seconder of amended motion and proposer of the original motion	3 minutes		

Part and Section	Paragraph number(s)	Details of Change			Reasons for Change	Date of Change	Change Made By
			Right of reply to debate on amended motion	Proposer of original motion	3 minutes		
			Respond to specific question	Cabinet member	2 minutes		
			Propose the budget	Leader – <i>or nominee</i>	10 minutes		
			Second the budget	Deputy leader – <i>or nominee</i>	5 minutes		
			Respond to budget proposals	Group leaders	5 minutes		
			Right to reply to budget debate	Leader	5 minutes		
			<i>Ask a question of the Leader under</i>	<i>Any member</i>	<i>1 minute</i>		

Part and Section	Paragraph number(s)	Details of Change			Reasons for Change	Date of Change	Change Made By	
		<i>Leader's report</i>						
		Point of order	Any member	2 minutes				
		Personal explanation	Any member	2 minutes				
		Member in attendance	Any member who is not a member of the committee that is meeting	Chairperson's discretion				
Part 4, Section 8 Planning Rules	4.8.5	<p>Remove part (a): the case officer will telephone the ward member (and/or where necessary arrange a meeting) to update the ward member on the processing of the application and any comments received and replace (a) and (b) with:</p> <p>(a) In the case of a major planning application the case officer will identify to the ward member whether an application triggers the need for a section 106 agreement in accordance with the council's adopted Planning Obligations Supplementary Planning Document</p> <p>(b) In the case of major applications requiring a Section 106 agreement the case officer will have a subsequent conversation/meeting with the ward member to ensure the local mitigation measures are appropriately incorporated. As part of this process</p>			<p>All members are informed by email on the submission of a new planning application in their ward. The ward member can self-serve on the progress of a planning application as all statutory consultee responses and representations against a planning application are published to the planning application on the council website. The mandatory</p>	4 May 2023	Monitoring Officer	

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
		<p>officers and members will be guided by the councils adopted Supplementary Planning Guidance and the evolving schedule of local needs co-ordinated by the planning obligations manager.</p>	<p>member training will include how to use the live planning application system. This amendment was identified by the Planning Improvement consultant (appointed by Economy and Environment Director). This work was concluded in March 2023.</p>		
<p>Part 4, Section 8 The Planning Rules</p>	<p>4.8.17</p>	<p>Redirections should normally be made by the relevant ward members before the expiry date of the consultation period, subject to 4.8.24 below.</p>	<p>The three week period attempts to align with the statutory consultation period on a planning application. This does not take into account the fact that site notices and notices in the newspaper which advertise the planning application may extend the consultation period beyond the three week period. This wording provides the ward member with the opportunity to review all representations having been received within the correct consultation</p>	<p>4 May 2023</p>	<p>Monitoring Officer</p>

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
			period before exercising their rights at paragraph 4.8.24. The mandatory member planning training will show members how to track the consultation period and review the representations received to a planning application.		
Part 4, Section 8 The Planning Rules	4.8.23	Change reference to three week period to 'after the expiry date of the consultation period'	To reflect change to 4.8.17 above	4 May 2023	Monitoring Officer
Part 2, Article 8 Planning, licensing and other functions	2.8.9 and 2.8.10	Reference to the 'NHS Herefordshire and Worcestershire Clinical Commissioning Group', be removed and replaced with relevant 'NHS Herefordshire and Worcestershire Integrated Care Board' membership details.	The Clinical Commissioning Group structure ceased to exist as of 30 June 2022 and was replaced with the Integrated Care Board structure.	4 May 2023	Monitoring Officer
Part 5, Section 5 Whistleblowing	5.5.61	Updated contact details of deputy monitoring officer	New Deputy Monitoring Officer appointed	18 May 2023	DSO

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7, Section 1	Whole section	Updated cabinet member names and portfolio titles	Following change of control at 2023 elections	24 May 2023	DSO
Part 3, Section 7 Part 4, Section 2 Part 5, Section 8	3.7.5, 3.7.7, 4.2.79, 5.8.54	Updated references to financial threshold triggering publication of record of officer decision from £50k to £250k	Following change of threshold agreed with MO and S151 officer.	8 June 2023	MO following consultation
Part 4, Section 7 and 7b Financial Procedure Rules	Whole section	Updates to reflect change to corporate structure as agreed through A&G. Change to threshold triggering publication of record of officer decision from £50k to £250k.	Consequential changes	8 June 2023	A&G approval of FPRs MO approval of RoOD threshold as per above.
Part 4, Section 6 Contract Procedure Rules	Table entry for medium value contracts plus 4.6.12, 4.6.43 and 4.6.46	Change to threshold triggering publication of record of officer decision from £50k to £250k.	Consequential changes	8 June 2023	MO approval of RoOD threshold as per above.

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 3, Section 7	3.7.5, 3.7.7, 4.2.79, 5.8.54	Reverted threshold triggering publication of record of officer decision to £50k from £250k	Increase in threshold not supported.	4 July 2023	
Part 4, Section 2					
Part 5, Section 8					
Part 4, Section 7b Financial Procedure Rules	Whole section				
Part 4, Section 6 Contract Procedure Rules	Table entry for medium value contracts plus 4.6.12, 4.6.43 and 4.6.46				
Part 5, Section 5 Whistleblowing Policy	Whole section	Updated policy inserted	Approval of new policy by A&G	18/07/2023	A&G 23/06/23

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7, Section 2 Membership of Committees	Whole document	Updated committee membership	Following confirmation of memberships following elections May 2023	18/07/23	DSO
Part 2 Article 8 Planning, licensing and other functions	2.8.25	Removed reference to "Appeal"	Approval given by the Deputy Monitoring Officer as there is no longer an appeals process.	24/08/23	DSO
Part 3 Section 5 Other Functions	3.5.17	Removed reference to "Appeal"	Approval given by the Deputy Monitoring Officer as there is no longer an appeals process.	24/08/23	DSO
Part 7, Section 2 Membership of Committees	Whole document	Updated Employment Panel Membership	To be compliant with the constitution. For the panel to consist of at least two cabinet members.	07/09/23	DSO
Part 2 Article 7 - The audit and governance committee	2.7.4	Update to co-opted members voting rights	To provide more clarity around Co-opted members voting rights.	19/09/23	DSO

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 7, Section 2 Membership of Committees	Whole document	To reflect the change of Cllr Rob Williams to Cllr Roger Phillips on the Connected Communities Scrutiny Committee.	Change of committee member.	23/10/23	DSO
Part 4, Section 7B Financial Guidance	Pg 25-31 Section 69.	To reflect the Fees and Charges changes agreed at the Audit and Governance meeting on 24/10/23.	Change to the constitution	31/10/23	DSO
Article 8, Planning, licensing and other functions	Section 2.8.9	Amendments to the membership as agreed by the board at their meeting on 25 September 2023.	Change of membership / titles	30/11/23	DSO
Part 4, Section 1, Council and Committee Rules	Section 1	Amendments to the reference of registrable interests	Change from schedule 1 and 2 interests to Table 1 and 2 as per the Councillor Code of Conduct	11/12/23	DSO
Part 5 Section 6 Planning code	Section 6	Amendments to the reference of registrable interests	Change from schedule 1 and 2 interests to Table 1 and 2 as per the Councillor Code of Conduct	11/12/23	DSO

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
Part 4 Section 6 Contracts procedure rules	Whole document	Amendments to threshold values.	The procurement threshold values for the Public Contract Regulations are updated every 2 years by central government	2/1/24	DSO
Part 4, Section 4 Cabinet Rules	3.3.16 onwards	Addition of the Cabinet's newly appointed "shareholder committee" and details of the committee's terms of reference.	So the Shareholder committee and its terms of reference are recorded in the constitution.	2/1/24	DSO
Part 4, Section 1, Council and Committee Rules	Paragraphs 4.1.40, 4.1.41 4.1.46 4.1.51, 4.1.52, 4.1.53	Amendments to the process of public questions and supplementary questions.		1/2/24	DSO
Part 2 Article 8 Planning, licensing and other functions	2.8.24 & 2.8.27 – Standards Panel	Amendments to the composition and role of the standards panel.	As agreed by full Council 8 March 2024	12/3/24	DSO
Part 3 Section 5 Other Functions	3.5.19 – Standards Panel 3.5.14 – Code of Conduct	Amendments to the process of the Standards Panel. Amendments to the process of Code of Conduct complaints.	As agreed by full Council 8 March 2024	12/3/24	DSO

Part and Section	Paragraph number(s)	Details of Change	Reasons for Change	Date of Change	Change Made By
	3.5.12 – Governance	Additions to the functions of the Audit and Governance Committee.			
Part 5 Section 2 Councillor Code of Conduct	5.2. Appendix B at Paragraph 9 'Disclosure of Non- Registerable Interests'	The insertion of "or wellbeing" in paragraph 9a.	As agreed by full Council 8 March 2024	12/3/24	DSO
Part 4 Section 5 Scrutiny Rules	4.5.7	Changes to the Children and Young People Scrutiny Committee.	As agreed by full Council 8 March 2024	12/3/24	DSO