

Title of report: Constitution Updates

Meeting: Audit and Governance Committee

Meeting date: Tuesday 24 March 2026

Report by: Head of Legal Services and Deputy Monitoring Officer

Classification

Open

Decision type

This is not an executive decision

Wards affected

All

Purpose

A report to recommend changes to the Constitution to full Council.

Recommendation(s)

That the committee:

- a) **Notes the proposed Council Report and appendices; and**
- b) **Approves the recommendations in the report to be submitted to the next available full Council meeting.**

Alternative options

1. The alternative options are not to support the changes or to only endorse some.

Key considerations

2. The authority for adopting and changing the Constitution is retained by full Council, other than functions delegated to Audit & Governance Committee (such as finance and contract procedure rules) or to the Monitoring Officers (technical changes such as changes to because of an executive or council decision or due to a change in law).
3. Audit and Governance also have a biennial role of overview of the Constitution and may recommend any changes to council.

4. In practice this means that matters within the Constitution that have been raised with governance officers over the course of the year are considered, and where issues have been raised, then these form the basis of the requested changes.
5. There have not been any matters raised by any member that has been the basis of any recommendation, and all matters have originated due to officer requests.
6. Before a recommendation is made to the committee, officers have undertaken a degree of consultation with affected parties. This has included providing full details of all proposed changes to the relevant officers and to group leaders. In addition, offers were made to brief groups on the proposals, and this was taken up by one group.
7. A further session with available members of Audit & Governance occurred in January 2026 on the proposed changes.
8. All requested feedback and alterations were considered. The report and appendices were amended where it was considered that valid points were raised. The changes have been highlighted in yellow in the report and these were again circulated to group leaders for final comment.
9. The attached draft Council report and appendices include all the proposed changes. The committee is asked to recommend the report to full council at the next available meeting.

Community impact

10. The proposals do not have any community impact, nor do they link to other local or national strategies or policies. They are proposals that fall within Council's powers to make local arrangements. .

Environmental impact

11. The proposals do not have any environmental impact.

Equality duty

12. The Public Sector Equality Duty requires the Council to consider how it can positively contribute to the advancement of equality and good relations, and demonstrate that it is paying 'due regard' in our decision making in the design of policies and in the delivery of services.
13. The mandatory equality impact screening checklist has been completed for this decision and it has been found to have no impact for equality

Resource implications

14. There are no resource implications to the proposed amendments.

Legal implications

15. The relevant legal provisions for this decision can be found in the council's constitution, www.herefordshire.gov.uk/constitution.

Risk management

16. There are no specific risks arising directly from the report.

Consultees

17. As set out in the draft report.

Appendices

Draft Report to Council entitled 'Constitution Updates' with the associated appendices.

Background papers

None