

Summary of information included in the following appendices:

Diagram of new Council Decision Making Bodies

This shows the new meetings structure under the new governance arrangements and how they will interact and link with each other.

Introduction to how the Council works

This section has been enhanced to include additional information required by legislation under the Executive Arrangements rules. This includes enhanced information on how the Council operates and information on the role of the Chairman of the Council. It also briefly explains decision making by the Executive and how decisions are scrutinised, and how the constitution will be reviewed and kept up to date.

The Introduction also sets out the principles of decision making which the Council will follow when taking decisions.

Executive Arrangements and Cabinet Meeting Procedure Rules

This is a new section to the Constitution which sets out how the Executive will function and take decisions. It also includes the procedure rules for how meetings of the Cabinet will be run.

Budget and Policy Framework Procedure Rules

This is a new section of the Constitution which sets out the procedures for how the Policy Framework and Budget will be developed and approved by Full Council. It also sets out the rules for how decisions outside the Budget and Policy Framework, including urgent decisions, can be taken and how changes can be made to the Framework during the year.

Overview and Select Committee Procedure Rules

This is a new section of the Constitution which sets out how the Overview and Select Committee meetings will operate. The section includes a protocol on Councillor Call for Action (CCfA) and the procedure for Call-in.

Access to Information Procedure Rules

This section has been enhanced to include the additional access to information rules for members of Overview and Select Committees and to reflect statutory requirements relating to Executive arrangements.

Procedure for taking urgent decisions

This is a replacement section for the current procedure for taking urgent decisions and sets out the procedure for taking urgent decisions in different scenarios.

Revised Council Procedure Rules

Minimal changes are required to the Council procedure rules to reflect the change to Executive Arrangements. Full Council will formally appoint the Leader after each four-yearly election, and the Leader will bring a report to each regular Council updating the Council on the work of the Executive since the previous update.

Changes are also proposed to the timings in the debate at the Budget Meeting to help with the structure of the meeting, and to allow more members the opportunity to speak within the time limit of the meeting.

Minimal changes are also proposed to update paragraph 117 regarding which items are not permitted in the Chamber and to clarify that this provision relates to all attendees, not just the public.

Revised Committee and Sub-Committee Procedure Rules

Minimal changes are proposed to this section to update the number of members required for the meeting to be quorate and updates to paragraph 70 regarding which items are not permitted in a committee meeting and to clarify that this provision relates to all attendees, not just the public.

Council, Cabinet and Cabinet Member Terms of Reference (including Local Choice Functions)

There have been minimal changes to the Full Council Terms of Reference to reflect the change to executive arrangements.

New Terms of Reference have been created for the Cabinet and Cabinet Members based on the previous committee's structure wherever possible, and are for the Leader to determine.

The document also sets out the local choice functions and how they will be delegated.

Revised Committees Terms of Reference

The Committee terms of reference have been updated to include the terms of reference for the Overview Committee and three Select Committees. The terms of reference of committees which will no longer exist have been removed and some non-executive functions have been reallocated to the Planning and Rights of Way Committee and Governance and Ethics Committee and Sub-Committee.

Minor changes have also been made to the Health and Wellbeing Board terms of reference to reflect the current remit of the Board and Senior Staffing Sub-Committee has become Senior Staffing Committee and the terms of reference have been updated to reflect the remit of the committee.

Revised Scheme of Delegations to Officers

There have been minimal changes to the officer scheme of delegations, with the majority of changes being formatting changes.

An 'all Corporate Directors' set of delegations has been created which has been collated from the wider section currently in the scheme, this is to enable a clearer division between those delegations that all Corporate Directors have, and their individual delegations.

Additional delegations have been added to the Corporate Director, Place, in relation to planning matters – PL.2. These functions are non-executive, so cannot be transferred to a Cabinet Member.

The Scheme has been updated to include the delegations to the Service Director, Transformation and Change which is a required update as it is not included in the current Constitution. A section has been added for the Director of Public Health to set out their delegations specifically. The functions of the statutory Data Protection Officer and the new Scrutiny Officer have also been included.

Revised Financial Regulations

The Financial Regulations have been updated to reflect the Executive arrangements. Financial thresholds and delegation limits have been reviewed to ensure clarity for in-year budget adjustments for both capital and revenue. There have also been various procedural changes to reflect feedback from officer stakeholders, streamline where appropriate and update outdated language. The overall approach is intended to create proportionality in financial decision making, increase consistency to aid understanding and to create a principles based approach rather than having a process driven document.

Committee seats and frequency of meetings

This appendix sets out the number of seats proposed per Committee (including Cabinet) and how often they are expected to meet annually.