

Constitution review

Column 2 – The draft constitution as originally circulated for consultation.

Column 3 - Comments and proposed amendments as received from the consultation process.

Column 4 – The Joint Constitution Review Group’s (the Group) recommendations.

Highlighted text indicates where the Group have not made a recommendation and Members are asked to consider and make a decision as appropriate.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
Part Two – Articles			
1	Article 1 – the constitution		
1.4.3	Where the Constitution permits the Council to choose between different courses of action, the Council will choose the option which it thinks is closest to the purposes stated above.	Does not currently make sense – propose that this reads: '..., the Council will choose the option which it thinks will be most likely to achieve the purposes set out in 1.3 above'.	Where the Constitution permits the Council to choose between different courses of action, the Council will choose the option which it thinks will be most likely to achieve the purposes set out in 1.3 above is closest to the purposes stated above .
4	Article 4 – the full Council		
All	The term 'full Council' has been used to mean the meeting of all members of the Council.	To remove the word 'full' and just use 'Council' instead. The word 'full' is superfluous.	To remove the word 'full' when talking about a meeting of all members of the Council.
4.1	Meaning – The Council means every councillor of <i>Forest Heath District Council/St Edmundsbury Borough Council</i> meeting as a body.	To replace 'as a body' with 'together'.	The Council means every councillor of <i>Forest Heath District Council/St Edmundsbury Borough Council</i> meeting together as a body .

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
4.2	Functions of the Council – Only the Council will exercise the following functions:	To add in 'meeting as a whole' after Council.	Only the Council meeting as a whole will exercise the following functions:
4.2 (n)	Conferring the title of Honorary Alderman/Alderwoman...	To remove 'Alderwoman'.	Conferring the title of Honorary Alderman/ Alderwoman ...
5.	Article 5 – Chairing the Council		
5.3 (a)	Civic and ceremonial role - ...representing the whole [district/borough] during his/her term of office;	To add in 'and promoting'.	- representing and promoting the whole [district/borough] during his/her term of office;
5.3 (b)	Civic and ceremonial role – enhancing the image of the [district/borough]	To replace 'enhancing the image' with 'guarding the reputation'. A further comment was received to reinstate 'enhancing'.	- enhancing the image guarding the reputation of the [district/borough] Consider whether to reinstate 'enhancing'.
6.	Article 6 – the Cabinet		
6.2.1	...It will comprise the Leader and no fewer than two and up to nine* other councillors appointed to the Cabinet by the Leader,...	...It will comprise the Leader and no fewer than two and up to nine* other councillors appointed to the Cabinet by the Leader,...	Members are asked to consider the draft and make a decision.
	<i>*This is the statutory maximum and is in the current SEBC constitution. FHDC are recommended to include this to allow maximum flexibility for the size of Cabinet.</i>		

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
6.5	Cabinet Support Members	To remove the provision for Cabinet Support Members.	6.5 Cabinet Support Members To delete the whole of 6.5
7.	Article 7 – Overview and Scrutiny Committees		
7.1.1	Introduction - ...Forest Heath and St Edmundsbury Councils will also appoint joint overview and scrutiny committees to exercise those functions with regard to matters that affect both councils.	To replace 'will' with 'may'.	...Forest Heath and St Edmundsbury Councils may will also appoint joint overview and scrutiny committees to exercise those functions with regard to matters that affect both councils.
7.9.1 (g)	Working Methods - the chairmen and Vice-Chairmen of the Scrutiny Committees will meet at least quarterly...	To replace 'chairmen and Vice-Chairmen of the Scrutiny Committees' with 'chairman and vice-chairman of each Scrutiny Committee'.	- the chairman and vice-chairman of each Scrutiny Committee the chairmen and Vice-Chairmen of the Scrutiny Committees -will meet at least quarterly...
10.	Article 10 – Joint Arrangements and Working Groups		
10.2.4	The Cabinet may appoint Members to a joint committee from outside the Cabinet in the following cases:	To include 'any of' before 'the following cases'.	10.2.4 – The Cabinet may appoint Members to a joint committee from outside the Cabinet in any of the following cases:
10.4.2	If all the members of a joint committee are members of the executive in each of the participating authorities...	Replace 'executive' with 'Cabinet'.	10.4.2 – If all the members of a joint committee are members of the Cabinet executive in each of the participating authorities...

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
10.4.3	If the joint committee contains members who are not on the executive in any participating authority...	Replace 'executive' with 'Cabinet'.	10.4.3 – If the joint committee contains members who are not on the Cabinet executive in any participating authority...
11. Article 11 – Officers			
11.1.1	Appointment of staff cannot be the responsibility of the Executive.	Remove.	11.1.1 – Appointment of staff cannot be the responsibility of the Executive.
11.1.1 (c)	Head of Paid Service, Chief Finance Officer and Monitoring Officer – the Council...	To add in '(s151 Officer)' after 'Chief Finance Officer.	11.1.1 (c) – <u>Head of Paid Service, Chief Finance Officer</u> (s151 Officer) and <u>Monitoring Officer</u> – the Council...
12. Article 12 – Decision-Making			
12.3.2 (a) (i)	be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough/District; or	To delete 'comprising two or more Wards'	be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough/District; or
12.3.2 (a) (ii)	result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme	£50,000 is the existing SEBC limit (FHDC chose £25,000 as their initial limit, as SEBC did when adopting the cabinet model in 2002).	result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
12.3.2 (a) (iii)	12.3.2 (a) (iii) require the acquisition or disposal of any land or interest in land in excess of a value of £300,000; or	To delete	12.3.2 (a) (iii) require the acquisition or disposal of any land or interest in land in excess of a value of £300,000; or
12.3.2 (b)	Wherever practicable, a decision which has a significant impact on people living or working in a single Ward will be treated as a key decision.	To delete in total.	12.3.2 (b) Wherever practicable, a decision which has a significant impact on people living or working in a single Ward will be treated as a key decision.
13.	Article 13 – Finance, Contracts and Legal Matters		
13.5.1	Common Seal of the Council ... The affixing of the Common Seal will be attested by any one of the following officers of the Council:	To replace 'The affixing of the Common Seal will be attested' with 'Sealed documents will be signed'.	13.5.1 ... Sealed documents will be signed The affixing of the Common Seal will be attested by any one of the following officers of the Council:
15.	Article 15 – Suspension, Interpretation, Maintenance and Publication of the Constitution		
15.1.3	No Committee or Sub-Committee or the Cabinet shall have power to suspend any Rules of Procedure, but may resolve to recommend the Council to suspend in special circumstances which shall be stated in the resolution.	To delete to allow committees flexibility in running their meetings.	15.1.3 — No Committee or Sub-Committee or the Cabinet shall have power to suspend any Rules of Procedure, but may resolve to recommend the Council to suspend in special circumstances which shall be stated in the resolution.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
Part 4 – Procedure Rules			
Council Procedure Rules			
Introduction			
1.	Ordinary meetings of the Council will usually take place <i>[five/six]</i> times a year on a <i>[Tuesday/Wednesday]</i> , commencing at <i>[7/6pm]</i> .	To specify a start time of 6pm for St Edmundsbury, and to add a restriction on length of time of the meeting to 3 hours long.	Meetings will commence at 6pm and at 9pm shall stand adjourned until the following day at 6pm whenever practicable unless the chairman is of the view that the meeting will conclude within 30 minutes thereafter and exercises his or her discretion to continue the meeting.
4.	Notice of all meetings of the Council will be given to the public by the Chief Executive/Head of Legal and Democratic Services ...	Notice to be given by the Chief Executive for both authorities.	Notice of all meetings of the Council will be given to the public by the Chief Executive ...
6.	The Council may make audio and/or visual recordings of meetings and broadcast or otherwise make them available to the public on its website or by other means.	It is proposed to include this in the St Edmundsbury constitution to permit webcasting or some other means of public access in future.	The Council may make audio and/or visual recordings of meetings and broadcast or otherwise make them available to the public on its website or by other means.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
1. Annual Meeting of the Council			
1.1.4 (i)	appoint the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committee;	It is a member recommendation for the new constitutions that Chairs and VCs stay in post until the first meeting of the new civic year except where new ones are appointed at the Annual Meeting. The proposal is to align by having just the scrutiny chairs appointed at AM and leaving all others to be done by each committee.	appoint the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committee;
7. Recording of Council Meetings			
7.1	<p><i>St Edmundsbury</i> – The audio-only digital recording is retained until the minutes of the meeting are approved.</p> <p><i>Forest Heath</i> – The audio-visual recording is retained for 12 months after the minutes of the meeting are approved.</p>	Members of the JCRG agreed that all recordings should be retained for 12 months after the day of the meeting.	All recordings should be retained for 12 months after the day of the meeting.
8. Questions by Members			
On the Leader’s Statement			
8.3	A total for 30 minutes will be allowed for questions and responses.	No proposed amendments to the draft	8.3 A total for 30 minutes will be allowed for questions and responses.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
Questions on notice at Council			
8.4	At present FH limit the length of the question to 150 words. There is no such provision in the SE constitution. No limit is proposed, in the interests of flexibility, although this is an option if desired.	The Group approve the above as drafted.	<p>...a member may submit in writing to the Service Manager (Democratic Services) a question on notice for:-</p> <p>(a) the [Chairman/Mayor]; or (b) the Leader or any member of the Cabinet; of (c) the Chairman of any Committee or sub-committee</p> <p>on any matter in relation to which the Council has powers or duties...</p>
8.5	This proposal means that normally the question will appear in the agenda, but gives flexibility for urgent cases.	Approved by the Group as drafted.	<p>A Member may ask only one question on notice under 8.4 at each Council meeting and</p> <p>a) must submit it in writing to the Service Manager (Democratic Services) no later than noon seven working days before the meeting, not counting the day of the meeting; or</p> <p>b) if the question is urgent and the member has the consent of the member to whom the question is to be put, must submit it in writing to the Service Manager (Democratic Services) by noon on the working day before the meeting.</p>

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
8.7	<i>Suggested time limit on which views are sought – ten minutes is consistent with the rules of debate which limits speeches to five minutes i.e. five minutes each for the question and answer</i>	Ten minutes approved by the Group.	A member asking a question on notice under paragraph 8.4 may ask one supplementary question, without notice, of a member to whom the first question was asked. The supplementary question must arise directly from the original question or the reply. The total time allowed for each question, including any supplementary question, to be put and answered will be ten minutes.
11. RULES OF DEBATE			
11.4	Content and length of speeches		
11.4.2 and 11.4.3	No speech will be longer than five minutes... The five minutes time limit will not apply to a member proposing a motion, or an amendment to a motion, who will be allowed to speak for no longer than ten minutes.	These time limits already apply at SEBC and have not been found to hinder the debate. There is provision under rule 10.1 (h) for the length of speeches to be extended with the agreement of the meeting.	No speech will be longer than five minutes... The five minutes time limit will not apply to a member proposing a motion, or an amendment to a motion, who will be allowed to speak for no longer than ten minutes.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
13. VOTING			
13.3	Show of hands		
	<p>The Forest Heath rules currently permit the use of voting papers for appointments if a motion to that effect is passed. See Appendix 1 of Council Procedure Rules (Page 71). Views are sought on whether this system should apply at either or both councils.</p>	<p>The Group makes no recommendation and leaves the decision to the meetings on 25 March.</p>	<p><u>Option 1</u> Unless a recorded vote is demanded under paragraph 13.4 of the Rules, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.</p> <p><u>Option 2</u> [Use wording as included in Appendix 1 to Council Procedure Rules DRAFT – Page 71]</p>
20. THEMED DEBATES			
20.	Themed Debates	<p>The provision for themed debates appears in the current SEBC constitution, which was based on a national model in 2002. Officers are not aware that it has ever been used, but views are sought on whether to retain it as something that may be useful in future.</p> <p>Members of the JCRG proposed that this should be deleted.</p>	To delete 'Themed debates'

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
Committee Procedure Rules			
1.	Terms of reference		
1.2	Every committee will be able to propose changes to the terms of reference for consideration by the Cabinet or Council.	New provisions recommended by members.	Every committee will be able to propose changes to the terms of reference for consideration by the Cabinet or Council.
2.	Time and place of meetings		
2.1	<i>New provisions in (a) and (b) to give effect to the member recommendation that committees have more freedom over their ways of working including the timings of meetings.</i>	Wording has been approved by the Group.	<p>Committees and sub-committee meetings shall take place on the dates and at the times set out in the calendar of meetings approved by Council before the start of each civic year, except that:-</p> <ul style="list-style-type: none"> a) the members of any committee or sub-committee may resolve to hold the meetings at a time that is different from that in the calendar but is the same for every meeting; b) the chairman, after appropriate consultation and before the publication of the agenda for any given meeting, may alter the date, time or place of any meeting if in his or her opinion it would assist the efficient conduct of the committee or sub-committee's business; <p>but in all cases regard will be had to the compatibility of the date, time or place proposed with the right of the public to attend.</p>

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
6.	Election of chairmen and vice-chairmen of committees and sub-committees		
6.2	<i>This is a new procedure and is in accordance with member recommendation.</i>	Wording has been approved by the Group.	The members who were chairman and vice-chairman prior to the Annual Meeting will, if still in office and members of the relevant committee or sub-committee, remain in post until the new chairman and vice-chairman are elected.
7.	Order of business		
7.1 (I)	<i>This is in accordance with the member recommendation.</i>	Wording has been approved by the Group.	Unless changed in accordance with rule 7.2 below the order of business at committee and sub-committee meetings will be:- (I) to consider the date and time of the next meeting and any proposals for future agenda items under rule 12 below.
12.	Agenda items requested by members		
12.3	<i>This section is new for non-scrutiny committees and responds to the recommendation that at the end of each meeting there should be the opportunity for members to propose future items of business.</i>	Approved by Group as drafted.	The member shall present his or her proposal to the committee or sub-committee and may be questioned on it before the committee or sub-committee resolves whether or not to refer the matter to a future meeting for report and consideration in the usual way.

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
13.	Questions on notice		
13.1	<i>At present FH limit the length of the question to 150 words. There is no such provision in the SE constitution. No limit is proposed, in the interests of flexibility, although this is an option if desired.</i>	The Group approve the above as drafted.	Subject to paragraph 13.5 below, a member may submit in writing to the Service Manager (Democratic Services) a question on notice for:- (a) the Chairman; or (b) the Chairman of any sub-committee on any matter in relation to which the committee or sub-committee has powers or duties.
13.2	<i>This proposal means that normally the question will appear in the agenda, but gives flexibility for urgent cases.</i>	Approved by the Group as drafted.	A Member may ask only one question on notice under 13.1 at each meeting and c) must submit it in writing to the Service Manager (Democratic Services) no later than noon seven working days before the meeting, not counting the day of the meeting; or d) if the question is urgent and the member has the consent of the member to whom the question is to be put, must submit it in writing to the Service Manager (Democratic Services) by noon on the working day before the meeting.

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
13.4	<i>Suggested time limit on which views are sought – ten minutes is consistent with the rules of debate which limits speeches to five minutes i.e. five minutes each for the question and answer</i>	Ten minutes approved by the Group.	A member asking a question on notice under paragraph 13.1 may ask one supplementary question, without notice, of a member to whom the first question was asked. The supplementary question must arise directly from the original question or the reply. The total time allowed for each question, including any supplementary question, to be put and answered will be ten minutes
16.	Rules of debate		
16.4	Content and length of speeches		
16.4.2	<i>The five minute time limit already applies at both FHDC and SEBC but in the FHDC constitution there is no provision for proposers to speak for longer. There is provision under rule 14.1(g) for the length of speeches to be extended with the agreement of the meeting.</i>	Wording approved by the Group as drafted.	No speech will be longer than five minutes,* except as allowed by the committee or sub-committee following a motion moved and carried under rule 15.1(g), and will be about the matter under discussion.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
18.	Voting		
18.3	Show of hands		
	<p>The Forest Heath rules currently permit the use of voting papers for appointments if a motion to that effect is passed . See Appendix 1 below. Views are sought on whether this system should apply at either or both councils.</p>	<p>The Group makes no recommendation and leaves the decision to the meetings on 25 March.</p>	<p><u>Option 1</u> Unless a recorded vote is demanded under paragraph 18.4 of the Rules, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.</p> <p><u>Option 2</u> [Use wording as included in Appendix 1 to Committee Procedure Rules DRAFT – pages 88-89]</p>
<p>Cabinet Procedure Rules</p>			
2.4	<p>Open Forum</p>		
2.4.1	<p>At each Cabinet meeting up to fifteen minutes shall be allocated for questions from and discussion with non-Cabinet members. Members wishing to speak during this session may, but do not have to, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.</p>	<p>This is a new provision recommended by members.</p>	<p>At each Cabinet meeting up to fifteen minutes shall be allocated for questions from and discussion with non-Cabinet members. Members wishing to speak during this session may, but do not have to, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.</p>

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
Overview and Scrutiny Procedure Rules			
A. Overview and Scrutiny Committee			
1.	What will be the number of and arrangements for Overview and Scrutiny Committees		
1.2	<i>The Council will normally observe the rules governing political balance contained in Section 15 of the Local Government and Housing Act 1989 when allocating seats to the Overview and Scrutiny Committee but it may resolve to vary this provision by unanimous vote at the Annual Meeting.</i>	<i>At present FHDC does not have a politically balanced committee. The highlighted section allows for political balance to be restored or for other arrangements to be made, as the Councils see fit.</i> <i>The Group makes no recommendation and leaves the decision to the meetings on 25 March.</i>	The Committee will consist of a maximum of [10/16] Members of the Council.
5.	Who Chairs Overview and Scrutiny Committee Meetings?		
5.1	<i>5.1 appears in the SEBC constitution but the FHDC constitution has no equivalent. Views are sought on whether to apply it to both Councils.</i>	<i>The Group recommends that the wording in column 4 applies to both councils.</i>	Following discussions between Group Leaders, the Chairman and Vice-Chairman of the Overview and Scrutiny Committee will be appointed by the Council. In the event that there is a majority group within the Council, it will be desirable for:- (a) the Overview and Scrutiny Committee to be chaired by a Member who is not a Member of the Majority group; and (b) the Vice-Chairman of the Overview and Scrutiny Committee to be a Member of the Majority group.

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
14.	Call In		
14.2	(a) a decision must be called-in by at least five Members of the Council or the Leader of any political group on the Council which has five or more Members provided they have the agreement, by means of a signature, of three other Members of that Group*;	<p><i>The highlighted words are in the SEBC constitution. Members are asked if they want to apply them to both councils, or only one, or neither.</i></p> <p>The Group recommends deletion of the highlighted wording.</p>	(a) a decision must be called-in by at least five Members of the Council
17.	Business at Overview and Scrutiny Committee Meetings		
17.2	The time set aside for presentation of each portfolio report and questions thereon shall be 15 minutes.	<p><i>*This paragraph is inserted on the recommendation of members. A time of 15 minutes was suggested in the draft and members' views were sought.</i></p> <p>The Group recommended that the time set aside should be at the discretion of the Chairman.</p>	The time set aside for presentation of each portfolio report and questions thereon shall be at the discretion of the Chairman.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
B.	Performance and Audit Scrutiny Committee		
1.	What will be the arrangements for the Performance and Audit Scrutiny Committee?		
1.2	<p><i>The Council will normally observe the rules governing political balance contained in Section 15 of the Local Government and Housing Act 1989 when allocating seats to the Performance and Audit Scrutiny Committee but it may resolve to vary this provision by unanimous vote at the Annual Meeting.</i></p>	<p><i>At present FHDC does not have a politically balanced committee. The highlighted section allows for political balance to be restored or for other arrangements to be made, as the Councils see fit.</i></p> <p>The Group makes no recommendation and leaves the decision to the meetings on 25 March.</p>	<p>The Committee will consist of a maximum of 10 Members of the Council.</p>
5.	Who Chairs Performance and Audit Scrutiny Committee Meetings?		
5.1	<p><i>This section appears in the SEBC constitution but the FHDC constitution has no equivalent. Views are sought on whether to apply it to both Councils.</i></p>	<p>The Group recommends that the wording in column 4 apply to both councils.</p>	<p>Following discussions between Group Leaders, the Chairman and Vice-Chairman of the P&A and Scrutiny Committee will be appointed by the Council. In the event that there is a majority group within the Council, it will be desirable for:-</p> <p>(a) the Overview and Scrutiny Committee to be chaired by a Member who is not a Member of the Majority group; and</p> <p>(b) the Vice-Chairman of the Overview and Scrutiny Committee to be a Member of the Majority group.</p>

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
Access to Information Procedure Rules			
3. Rights to attend Meetings			
3.1	Members of the public may attend all meetings subject only to the exceptions in these rules.	The Group proposed the wording in column 4.	Members of the public may attend all meetings subject only to the exceptions in these rules unless excluded in accordance with rules 11.1 and 11.2(a) below.
6. Supply of Copies			
6.	The Council will supply copies of (a) ... (b)... (c) ... to any person on request and may make a charge for postage and any other costs:	The Group proposed the wording in column 4.	The Council will supply copies of the following documents to any person on request and may make a charge for postage and any other costs: (a)... (b)... (c)...
17. Special Urgency			
17.1, 17.2.1 & 18.1.1	SEBC rules provided for the Mayor, or in their absence, the Deputy Mayor to be asked in the absence of the Chairman.	<i>It is proposed to harmonise with FHDC rules by asking the Vice Chairman rather than the Mayor/Deputy Mayor - this is more appropriate given the apolitical stance of the Mayor.</i>	Delete 'Mayor, or in their absence the Deputy Mayor' and insert 'Vice Chairman'.

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
18.	Report to Council		
18.1	When an Overview and Scrutiny Committee can require a report		
18.1.3	The power to require a report rests with the Overview and Scrutiny Committee but is also delegated to the proper officer Monitoring Officer ...	<i>FHDC's constitution already delegates this to the MO.</i>	The power to require a report rests with the Overview and Scrutiny Committee but is also delegated to the proper officer Monitoring Officer ...
Budget and Policy Framework Procedure Rules			
5.	Urgent decisions outside the budget and policy framework		
(a)	In the absence of the Chairman of the Overview and Scrutiny Committee the consent of the Vice-Chairman will be sufficient.	<i>SEBC rules refer the decision to the Mayor or Deputy Mayor in the absence of the Chairman of O&S, but given the apolitical role of the Mayor it is considered more appropriate for the VC to act.</i>	In the absence of the Chairman of the Overview and Scrutiny Committee the consent of the Vice-Chairman will be sufficient.
(a) (iii)	the Council's Financial Procedure Rules are complied with in all other respects.	<i>This is not in the SEBC rules but appears appropriate</i>	the Council's Financial Procedure Rules are complied with in all other respects.
6.	Virement		
(b) (i)	The Cabinet non-recurring expenditure of up to £25,000 in any one case within budget allocations to functions which are the responsibility of the Cabinet	<i>It is proposed that virement levels be increased in line with the Key Decision threshold (£50k) if this is approved.</i>	To increase virement levels in line with the Key Decision threshold of £50k if this is approved.

APPENDIX B

(1) Ref	(2) Draft Constitution as circulated for consultation	(3) Proposed amendments to the draft	(4) Joint Constitution Review Group Recommendations (changes made as a result of the consultation are in bold text)
(b) (ii)	Executive members (Portfolio Holders) non-recurring expenditure of up to £25,000 in any one case within budget allocations to functions which are the responsibility of the Executive Member; virement will also require the agreement of the Leader.	<i>It is proposed that virement levels be increased in line with the Key Decision threshold (£50k) if this is approved.</i>	To increase virement levels in line with the Key Decision threshold of £50k if this is approved.
7.	In-year changes to budget and policy framework		
(c)	necessary to ensure compliance with the law, ministerial direction or government guidance where there is no discretion how to act;	<i>[words highlighted added to make clear that where there is a choice of how to implement guidance etc then changes will be a matter for council decision]</i>	necessary to ensure compliance with the law, ministerial direction or government guidance where there is no discretion how to act;
8.	Call-in of decisions outside the budget and policy framework		
(c)	The matter will be referred to the next ordinary meeting of the Council except in cases of urgency when an extraordinary meeting will be called.	<i>[words highlighted added to allow a flexible response to circumstances]</i>	The matter will be referred to the next ordinary meeting of the Council except in cases of urgency when an extraordinary meeting will be called.