

APPENDIX 1 Area of Review	Proposal and Rationale	Sections of the Constitution to be revised
Housing Management Board Terms of Reference	<p>The Committee was asked to consider minor amendments to the Terms of Reference for the Strategic Housing Management Board.</p> <p>Since Standards Committee agreed to refer these changes to the Council, this group has been disestablished and replaced by the new Investment Forum and Partnership Forum. The terms of reference for each of these Forums will be considered by the Standards Committee within the new municipal year.</p>	Strategic Housing Management Board Version 2: DRAFT TERMS OF REFERENCE – NOT INCLUDED
Town Fund Board Terms of Reference	The Committee was asked to consider minor amendments to the Terms of Reference for the Town Fund Board.	Clay Cross Town Board Terms of Reference – Appendix 3
Amendments to the Contract Procedure Rules	<p>Following a recent internal audit recommendation an officer review has taken place of the Contract Procedure.</p> <p>As a result of the review a number of changes are suggested mainly for clarification purposes and to ensure that the rules do not conflict with the Council's Procurement Policy. The proposed changes are shown as tracked changes and are mostly self-explanatory. Change to rule 4.1. do however require further explanation:</p> <p>All contracts should follow the procurement route as set out in the rules unless one of the exemptions in rule 4.1. It is expected that an exemption should apply only in exceptional circumstances and officers consider that approval to use all the exemption needs to be approved by senior officers and recorded appropriately. The proposed changes now require that if the</p>	<p>Part 4 of the Constitution, Contract Procedure Rules.</p> <p>Pages 150 to 163 of current constitution.</p>

	<p>Council wishes to utilise an exemption a senior officer must approve it by way of a formal Delegated Decision.</p>	
	<p>To raise the level at which a Request for Quotations (RFQs) can be used in place of tenders to £75k. This is currently £50k. This will still require the active involvement of the Procurement Team in Contracts with a value of £10 to £75k.</p> <p>This changes is being suggested to help local businesses that exist to compete for Council work and to help develop future companies. This is particularly important because of the Pandemic's effect on the economy.</p> <p>An RFQ requires the same information as an open tender but is more user friendly and less traumatic than completing a full tender. It has always been agreed that the full tender process is not appropriate for smaller contracts.</p> <p>It is also the advice of the Head of Procurement that this will assist in developing the companies and increasing competition for Council contracts.</p>	<p>Part 4 of the Constitution, Contract Procedure Rules.</p> <p>Page 152 number 3, page 156 number 5, page 161 number 17 and page 163 table of the Procurement Rules</p>
JCG Terms of Reference	<p>These have been reviewed. Removing reference to the Chief Executive and old officer titles was the only change required. This has been done under the 'housekeeping' process.</p>	<p>Council Joint Consultative Group Terms Of Reference</p>
	<p>The Council Joint Consultative Committee have considered their Terms of Reference and proposed housekeeping and minor amendments and propose the tracked changes as set out in Appendix 2.</p>	<p>Council Joint Consultative Group Terms Of Reference – Now incorporated in to the Constitution in Part 3.</p>
Review of Decision Call-In (9 Dec 20)	<p>The call-in procedure is due for review. No changes are proposed at this time, however they will be forthcoming in the new municipal year.</p>	<p>Part 4 of the Constitution, Scrutiny Rules.</p>

		Pages 99 to 101 of current constitution.
Delegation regarding recruitment of Independent Persons	<p>A report was taken to Council on 16 November 2020 regarding the recruitment of Independent Persons. The following was agreed:</p> <p><i>In the event where one or both of the Independent Persons have or wish to resign, authority be delegated to the Monitoring Officer to start a recruitment process for the appointment of an Independent Person, and that this delegation be referred to the Standards Committee for inclusion in the Delegation Scheme.</i></p> <p>Therefore, the following delegation will be added to the delegations of the Head of Corporate Governance and Monitoring Officer:</p> <p>To start a recruitment process for the appointment of an Independent Person.</p>	<p>Part 3 of the Constitution, Functions Scheme.</p> <p>Pages 57 to 58 of current constitution.</p>
Extraordinary Council Meetings	<p>To add a footnote to 3.3 to clarify that this paragraph does not restrict the agenda to one item of business and that such items as Questions and Motions shall be included on the agenda for any extraordinary meetings.</p> <p>This has been done under the 'housekeeping' process.</p>	<p>Part 4.1 – Council Procedure Rules</p> <p>Page 70</p>
Delegations to EH Officers	<p>Planning Committee/Head of Planning and the Planning Manger – Development Management currently hold a delegation for Planning and development control functions including enforcement for which the Council is responsible in Schedule 1 of the Functions Regulations. It is proposed to extend this delegation to Environmental Health officers who are often the instigators of the need for such action.</p>	<p>Part 3 Functions Scheme</p> <p>Page 38</p>

Section 85 Delegation	<p>To add a delegation in relation to Councillor attendance dispensations under Section 85 of the Local Government Act 1972. This is to be able to provide a dispensation only when there is no Council meeting to consider the application before expiry and a dispensation would only be granted until the date of the next Council meeting which would consider the application.</p> <p>Delegation to Head of Corporate Governance and Monitoring Officer</p> <p>The proposed wording of the delegation is:</p> <p>To provide a dispensation under Section 85 of the Local Government Act 1972, where an application for dispensation has been received and there is no Council meeting in the meeting schedule which could consider the application before expiry, a dispensation may be granted until the date of the next Council Meeting which could consider it.</p>	Part 3.1 – Scheme of Delegation for Officers
Constitution Delegation	<p>Each year, as part of the Review of the Constitution report that issued to Council, a delegation is given to the Monitoring Officer to make changes to the Constitution arising from any new legislation, administrative errors or conflicts in interpretation. It is proposed that this be incorporated in to the Delegation Scheme.</p>	Part 3.1 – Scheme of Delegation for Officers