



COUNCIL 18 MARCH 2026

REPORT OF THE MONITORING OFFICER

SUBJECT: CONSTITUTIONAL UPDATE

Basis

1. This report is presented to Full Council pursuant to para. 2(g) of Part 4.5 of the Constitution.

Background

2. This report concerns the latest raft of changes to the Constitution. Namely:
 - 2.1 Part 4.1 Access to Information.
 - 2.2 Part 4.3 Committee Procedure Rules relating to the make-up of the Pension Committee only. (The remainder of the Committee Procedure Rules are unaffected.)
 - 2.3 Part 4.4 Contract Procedure Rules.
 - 2.4 Part 5.2 Arrangements for dealing with allegations that a member has failed to comply with the Members' code of conduct.
3. The constitution is under constant review by the Monitoring Officer, particularly as the constitution is being updated on a piecemeal basis. The following clarifications, corrections and updates have therefore been made the constitution as shown on the attached tracked copy version.
 - 3.1 Part 7. An outdated management structure chart has been removed and reference to Part 7 or the structure chart itself have been removed from the main body of the constitution.
 - 3.2 Some occasional references to SLT (rather than ELT) remain, as do some references to "Second Tier Managers" which is a definition no longer used within the revised parts of the constitution. As such, some corrections have been made to Parts 1-3, and those parts of section 4 which have been reviewed.

- 3.3 Part 3.3.3 Appendix A has been updated to cover new legislation in Trading Standards.
 - 3.4 Part 4.11. The Deputy Chief Officer definition has been updated, for the purposes of part 4.11 only, to provide for Appointment Committee involvement where such officer is at grade G14 or above. The previous reference was to G11, which was out of date due to structural changes. No other changes have been made to Part 4.11.
 - 3.5 Part 3. To reflect the work in respect of the Policy & Strategy Development Framework as detailed in para.4 below, new powers have been inserted into Part 3 so as to allow sign off by Cabinet, Members and Officers.
4. The MO and the CWG have been considering the numerous and various policies, procedures and strategies which the Council is obliged to have, review and update periodically. To provide certainty in this area, a comprehensive list of policies has been compiled. With the assistance of senior officers and the CWG, an appropriate level of sign off has been allocated to each of those policies. The list is attached. The policy guidance note has been updated to reflect the same and is attached for information. The changes referred to at 3.5 above should be sufficient to embed the Policy & Strategy Development Framework.
 5. The updates have been made by the Monitoring Officer under the guidance of the (cross-party) Constitutional Working Group and have been approved by Governance Committee.
 6. Full Council is asked to endorse and approve the revised parts of the constitution and direct that such sections be effective from 1 April 2026.

Recommendations

7. Full Council is recommended to approve and the revised parts of the Constitution, as attached to this report.
8. The existing relevant parts of the Constitution shall be replaced in their entirety.

Implications and risks

Financial Implications and Risks:

None directly associated with this report.

Legal Implications and Risks:

There are no immediate legal implications directly associated with this report.

Human Resource Implications and Risks:

There are none directly associated with this report.

Equalities and Social Inclusion Implications and Risks:

There are none directly associated with this report.

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Background papers

None.