

Appendix 15

Constitution Review Changes

Part 2 – Articles of the Council

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
Part 2, page 2-9, 4.2(a)	Part 2, page 2-9, 4.2(a)	Mike Allum	Local Development Frameworks no longer exist.	County Durham Local Development Framework (Plans and alterations that together form the Development Plan)	County Durham Plan (Plans and alterations that together form the Development Plan)
Part 2, page 2-9 4.2(a)	Part 2, page 2-9, 4.2(a)	Mike Allum	The Housing Strategy is already part of the framework. It is understood that this was agreed following local government reorganisation. Given the close links between the Housing and the Homelessness Strategy, it is considered appropriate for both	N/A - new wording.	4.2(a) vi. Homelessness Strategy

			documents to be approved by Council.		
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Part 3A Matters Reserved to the Council and Terms of Reference and Delegation of Duties to Committees & Sub-Committees of the Council

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
1 Overview and Scrutiny 1.1(n)	1 Overview and Scrutiny 1.1(n)	Michael Turnbull	They are not additional members.	The Chair and Vice-Chair of this main scrutiny committee, shall be additional members of all other Scrutiny Committees.	The Chair and Vice Chair of the Corporate Overview and Scrutiny Management Board, shall be members of all other Scrutiny Committees.
1.5 Environment and Sustainable Communities Overview and Scrutiny Committee	1.5 Environment and Sustainable Communities Overview and Scrutiny	Helen Bradley	Replacement of the previous Council Plan objectives with the current ones.	(a) physical environment that will contribute to good health (b) Our towns and villages will be vibrant, well used, clean, attractive and safe. (c) People will have good access to workplaces, services, retail and leisure opportunities.	(a) Creating a physical environment that will contribute to good health. (b) Working with others to achieve a carbon neutral county. (c) Reducing the impact of waste and pollution on our environment. (d) Protecting, restoring and

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
					sustaining our natural environment for the benefit of future generations.
2.1 Audit Committee	2.1 Audit Committee	Tracy Henderson	Substantive changes to the Audit Committee Terms of Reference following CIPFA Guidance.	Part 3A is appended at Appendix 3 and the changes are shown at paragraph 2.1.	Part 3A is appended at Appendix 3 and the changes are shown at paragraph 2.1.
2, page 3A-12, 2.4	2, page 3A-12, 2.4	Helen Bradley	Inaccuracy	The Statutory Licensing Committee is a sub-committee of the General Licensing and Registration Committee and is comprised of 15 Members of the Council drawn from the 27 members of the General Licensing and Registration Committee. who, whilst predominantly serving the Statutory Licensing Committee and its sub	The Statutory Licensing Committee comprises of 15 Members of the Council drawn from the 27 members of the General Licensing and Registration Committee. who, whilst predominantly serving the Statutory Licensing Committee and its sub committees, can when occasion demands also serve on other sub committees of the

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
				committees, can when occasion demands also serve on other sub committees of the General Licensing and Registration Committee. The functions discharged by the Statutory Licensing Committee are:	General Licensing and Registration Committee. The functions discharged by the Statutory Licensing Committee are:
3. Other Bodies 3.2 Chief Officer Appointment Committee	3. Other Bodies 3.2 Chief Officer Appointment Committee	Helen Bradley	Amendment to Terms of reference to formalise the convention that the Leader and Deputy Leader of the Council are Chair and Vice-Chair of the Committee	Comprised of 11 Members of the Council including the Leader and Deputy Leader.....	Comprised of 11 Members of the Council including the Leader and Deputy Leader (who will be the Chair and Vice-Chair respectively of the Committee)
4. Joint Arrangements 4.1 Health and Wellbeing Board	4. Joint Arrangements 4.1 Health and Wellbeing Board	Michael Turnbull	There have been a number of changes to the membership of the Health and Wellbeing Board, to include other representatives, and	Part 3A is appended to the report at Appendix 3 and the proposed changes are marked using tracked changes.	Part 3A is appended to the report at Appendix 3 and the proposed changes are marked using tracked changes.

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
			to update the names of some organisations and the role and functions of the Committee.		
N/A - new para	4.10 The Safe Durham Partnership	Joanne Waller	The Terms of Reference for the Safe Durham Partnership were not included in the Constitution previously.	N/A.	Part 3A is appended to the report at Appendix 3 and the proposed changes are marked using tracked changes.

Part 3C – Delegations to Officers

Table of Contents

Table of Contents	Table of Contents	Mark Readman	Change of job title	Head of Highway Services	Head of Highways
Table 7	Table 7				

Table 2 – Delegations to the Chief Executive

<p>Delegations to the Chief Executive</p> <p>Table 2</p>	<p>Delegations to the Chief Executive</p> <p>Table 2</p>	<p>Michael Turnbull</p>	<p>It is proposed to update Table 2 to reflect the Chief Executive’s role as Acting Returning Officer at UK Parliamentary elections for completeness and to ensure the scheme of delegation reflects the Association of Electoral Administrators Guidance.</p>	<p>N/A - new para</p>	<p>7. To act as Acting Returning Officer for UK Parliamentary Elections in accordance with Section 28 of the Representation of the People Act 1983.</p>
<p>Delegations to the Corporate Director of Resources</p> <p>Table 8</p>	<p>Delegations to the Chief Executive</p> <p>Table 2</p>	<p>Chief Executive</p>	<p>Change in Job title with effect from 1 May</p> <p>Delegations to the Director of Legal & Democratic Services will transfer when the postholder is realigned to report directly to the Chief Executive with effect from 1 May 2024</p>	<p>Head of Legal & Democratic Services</p>	<p>Director of Legal & Democratic Services</p>

REG

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
Table 3: Delegations to the Director for Regeneration, Economy and Growth	Table 3: Delegations to the Director for Regeneration, Economy and Growth	Mike Allum	Responsibilities in relation to the conservation of the built environment have now migrated across to the Head of Planning and Housing/REG.	N/A	Add bullet point: "Conservation"
Matters Delegated to the Head of Planning and Housing	Matters Delegated to the Head of Planning and Housing	Mike Allum	Responsibilities in relation to the conservation of the built environment have now migrated across to the Head of Planning and Housing/REG.	N/A	Add, after paragraph 24: 25. To designate any areas to be of special architectural or historical interest as conservation areas; to review and amend the boundaries and conclude Character appraisals and to formulate and prepare proposals for the preservation and

					enhancement of those areas.
Matters Delegated to the Head of Planning and Housing Para 36	Matters Delegated to the Head of Planning and Housing Para 37	Joanne Waller	Amended wording to remove 'all' from 'all matters'.	The management of all matters required to ensure the Council carries out its statutory duties as a local housing authority as prescribed in:	The management of matters required to ensure the Council carries out its statutory duties as a local housing authority as prescribed in:
The following matters are, in addition, delegated to the Head of Culture and Support	The following matters are, in addition, delegated to the Head of Culture, Support and Tourism	Alison Clark	Word change / service name change	The following matters are, in addition, delegated to the Head of Culture and Support	The following matters are, in addition, delegated to the Head of Culture, Support and Tourism

A&HS

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
Table 5 – Delegations to the Director of Public Health	Table 5 – Delegations to the Director of Public Health	Lauren Jones (had been contacted by Public Health)	It is covered in 1C so they don't think a separate line is required.	12. To discharge the Council's responsibilities in relation to communicable and infectious diseases,	N/A. To remove clause 12.

				including healthcare acquired infections.	
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CYPS

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
Table 6	Table 6	Keith Forster	Following review of Table 6 by officers in CYPS, it is advised that it would be more helpful if the respective powers were set out in more detail for clarification. Consequently, Table 6 has been substantively rewritten. However, the amendments do not include the delegation of any new powers and relate to existing functions already discharged by the relevant officers.	N/A – Original Table 6 appended with tracked changes.	N/A – Original Table 6 appended with tracked changes.

NCC

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>Executive Functions</p>	<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>Executive Functions</p>	<p>Steve Bhowmick</p>	<p>Remove wording</p>	<p>Conservation, Archaeology and Ecology</p>	<p>Archaeology and Ecology</p>
<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>Executive Functions</p>	<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>Executive Functions</p>	<p>Joanne Waller</p>	<p>Add and remove bullet points to cover relevant delegations.</p>	<p>N/A</p>	<p>Add:</p> <ul style="list-style-type: none"> • Safer communities • Private Sector Housing regulation • Public Health Protection and infectious disease outbreak control • Special Criminal Investigations including

					tobacco control Remove: <ul style="list-style-type: none"> Operational Community Safety
The following matters are, in addition, delegated to the Head of Environment: Para 4	The following matters are, in addition, delegated to the Head of Environment: Para 4	Joanne Waller	Change wording to reflect what happens in practice.	4. To exercise, in consultation with the Head of the Legal and Democratic Services the Council's enforcement functions including the institution of legal proceedings under all legislation related to the Executive functions in paragraph 1 of Table 7.	4. To exercise, in consultation with the Head of Legal and Democratic Services (Director of Legal & Democratic Services from 1 May 2024), the Council's enforcement functions including, where appropriate, the institution of legal proceedings under all legislation related to the Executive functions in paragraph 1 of Table 7.
The following matters are, in addition, delegated to the Head of Environment:	The following matters are, in addition, delegated to the Head of Environment:	Steve Bhowmick	Remove wording. Both of the above matters refer to responsibilities in relation to the	9. To designate any areas to be of special architectural or historical interest as conservation areas;	No text – remove para 9 in its entirety.

Para 9	Para 9		conservation of the built environment, which has now migrated across to the Head of Planning and Housing (REG).	to review and amend the boundaries and conclude Character appraisals and to formulate and prepare proposals for the preservation and enhancement of those areas.	
The following matters are, in addition, delegated to the Head of Environment: Para 12	The following matters are, in addition, delegated to the Head of Environment: Para 12	Joanne Waller	Change wording to reflect what happens in practice.	To exercise, in consultation with the Head of the Legal and Democratic Services the Council's enforcement functions, including the institution of legal proceedings, under all legislation relevant to the role of Head of Highway Services.	To exercise, in consultation with the Head of Legal and Democratic Services(Director of Legal & Democratic Services from 1 May 2024),, the Council's enforcement functions, including, where appropriate, the institution of legal proceedings, under all legislation relevant to the role of Head of Highways.

<p>The following matters are, in addition, delegated to the Head of Community Protection:</p> <p>Para 24</p>	<p>The following matters are, in addition, delegated to the Head of Community Protection:</p> <p>Para 24</p>	<p>Joanne Waller</p>	<p>Change wording to reflect what happens in practice.</p>	<p>To exercise, in consultation with the Head of the Legal and Democratic Services the Council’s licensing, approval, registration and enforcement functions, including the institution of legal proceedings under legislation relevant to the role of Head of Community Protection. This will include all forms of Licensing, Environmental Health, Statutory nuisance, Contaminated land, Food Safety, Consumer Protection, Trading Standards and Animal Welfare.</p>	<p>To exercise, in consultation with the Head of Legal and Democratic Services(Director of Legal & Democratic Services from 1 May 2024),, the Council’s licensing, approval, registration and enforcement functions, including, where appropriate, the institution of legal proceedings under legislation relevant to the role of Head of Community Protection. This will include all forms of Licensing, Environmental Health, Statutory nuisance, Contaminated land, Food Safety, Consumer Protection, Trading Standards and Animal Welfare.</p>
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<p>The following matters are, in addition, delegated to the Head of Community Protection:</p> <p>Para 27</p>	<p>The following matters are, in addition, delegated to the Head of Community Protection:</p> <p>Para 27</p>	<p>Joanne Waller</p>	<p>To clarify the appropriate legislation.</p>	<p>To authorise suitably qualified and competent staff within the Environment, Health and Consumer Protection Division and other persons acting on behalf of the Council, for the purposes of discharging duties and powers under the legislation falling within the role of Head of Community Protection.</p>	<p>To authorise suitably qualified and competent staff within the Community Protection Service and other persons acting on behalf of the Council, for the purposes of discharging duties and powers relating to the Executive Functions in paragraph 1 of Table 7 and under the legislation falling within the role of Head of Community Protection.</p>
<p>The following matters are, in addition, delegated to the Head of Community Protection:</p> <p>Para 30</p>	<p>The following matters are, in addition, delegated to the Head of Community Protection:</p> <p>Para 30</p>	<p>Joanne Waller</p>	<p>Remove 'Power'</p>	<p>Power to agree transfers and assignments under health and safety legislation to change Enforcing Authority responsibilities.</p>	<p>To agree transfers and assignments under health and safety legislation to change Enforcing Authority responsibilities.</p>
<p>The following matters are, in addition,</p>	<p>The following matters are, in addition,</p>	<p>Joanne Waller</p>	<p>Remove 'Power'</p>	<p>Power to appoint Proper Officers and</p>	<p>To appoint Proper Officers and alternate</p>

delegated to the Head of Community Protection: Para 31	delegated to the Head of Community Protection: Para 31			alternate Proper Officers for the Authority for matters relating to Public Health, Port Health and the Control of Infectious Disease.	Proper Officers for the Authority for matters relating to Public Health, Port Health and the Control of Infectious Disease.
The following matters are, in addition, delegated to the Head of Community Protection: Para 32	The following matters are, in addition, delegated to the Head of Community Protection: Para 32	Joanne Waller	Remove 'Power'	Power to appoint Public Analyst, Agricultural Analyst and Food Examiner for the Council.	To appoint Public Analyst, Agricultural Analyst and Food Examiner for the Council.
The following matters are, in addition, delegated to the Head of Community Protection:	The following matters are, in addition, delegated to the Head of Community Protection: New paragraphs 33, 34, 35 and 39.	Joanne Waller	To clarify the specific functions undertaken by the Community Protection Service in relation to private sector housing.	N/A – new paragraphs.	33. The management of matters require to ensure the Council carries out its statutory duties as a local housing authority as prescribed in: <ul style="list-style-type: none"> • Housing Act 1985 • Housing Act 1996 • Housing Act 2004

					<ul style="list-style-type: none">• Local Government and Housing Act 1989• Localism Act 2011• Any other relevant statute or government guidance relating to private sector housing. <p>34. To exercise the Council's regulatory functions in relation to the regulation of private sector housing, including:</p> <ul style="list-style-type: none">a. To exercise the Council's enforcement powers under the legislation relating to private sector housing;
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					<p>b. Licensing of Houses in Multiple Occupation;</p> <p>c. To exercise the functions of the Council under Part X of the Housing Act 1985 and Part IV, Chapter 3, and Part VII of the Housing Act 2004 in relation to overcrowding.</p> <p>35. Act under and in respect of Sections 59-63, 76, 79 Building Act 1984.</p> <p>39. Determine suitability of a person to carry on business as a scrap metal dealer and to revoke</p>
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					existing licences and impose licence conditions in accordance with the Scrap Metal Dealers Act 2013, as appropriate.
<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>The following matters are, in addition delegated to the Head of Highway Services:</p> <p>Clause 11</p>	<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>The following matters are, in addition delegated to the Head of Highways:</p> <p>Clause 11</p>	Mark Readman	Service name change and job title change	11. To authorise suitably qualified and competent staff within Highway Services and other persons acting on behalf of the Council, for the purposes of discharging duties and powers regulatory and enforcement functions under the legislation relevant to the role of Head of Highway Services.	11. To authorise suitably qualified and competent staff within Highways and other persons acting on behalf of the Council, for the purposes of discharging duties and powers regulatory and enforcement functions under the legislation relevant to the role of Head of Highways.
<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p>	<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p>	Mark Readman	Change of word	9(c) determine applications for licences, permits and consents in connection with vehicle crossings, builders skips, use of	9(c) determine applications for licences, permits and consents in connection with vehicle crossings, builders skips, use of

<p>The following matters are, in addition delegated to the Head of Highway Services:</p>	<p>The following matters are, in addition delegated to the Head of Highways:</p>			<p>traffic signs, placing/licensing amenities in the highway, erection of emergency barriers, scaffolding, hoardings and the deposition of building materials on the public highway, excavations and openings in the highway, vaults and cellars, street works and permits for heavy trailers;</p>	<p>traffic signs, placing/licensing amenities in the highway, erection of emergency barriers, scaffolding, hoardings and the deposition of building materials on the public highway, excavations and openings in the highway, vaults and cellars, street works and permits;</p>
<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>The following matters are, in addition delegated to the Head of Highway Services:</p>	<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>The following matters are, in addition delegated to the Head of Highways:</p>	<p>Mark Readman</p>	<p>Change of job title</p>	<p>12. To exercise, in consultation with the Head of the Legal and Democratic Services the Council’s enforcement functions, including the institution of legal proceedings, under all legislation relevant to the role</p>	<p>12. To exercise, in consultation with the Head of the Legal and Democratic Services the Council’s enforcement functions, including the institution of legal proceedings, under all legislation relevant to the role of Head of Highways.</p>

Clause 12	Clause 12			of Head of Highway Services.	
<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>The following matters are, in addition delegated to the Head of Highway Services:</p> <p>Clause 13</p>	<p>Table 7 – Delegations to the Corporate Director of Neighbourhoods and Climate Change</p> <p>The following matters are, in addition delegated to the Head of Highways:</p> <p>Clause 13</p>	Mark Readman	Change of job title	13. In consultation with the Head of Legal and Democratic Services, to make, confirm, amend, vary, modify, consolidate and revoke orders under the legislation relevant to the role of Head of Highway Services.	13. In consultation with the Head of Legal and Democratic Services, to make, confirm, amend, vary, modify, consolidate and revoke orders under the legislation relevant to the role of Head of Highways.
<p>Head of Partnerships and Community Engagement</p> <p>Para 19</p>	<p>Head of Partnerships and Community Engagement</p> <p>Para 19</p>	Gordon Elliot	Proposed new wording	To plan the requirements for welcoming and supporting refugees and individuals seeking asylum, including capacity within the County as part of the Government Migration Programme.	To plan and deliver requirements for welcoming and supporting refugees and individuals seeking asylum, including capacity within the County as part of the Government Migration Programme.

Appendix 1 to Table 7 Delegation of Licensing Act 2003 responsibilities	Appendix 1 to Table 7 Delegation of Licensing Act 2003 responsibilities	Ian Harrison	The Licensing Act 2003 changed a number of years ago and it is no longer just the police who can object to temporary event notices, therefore the wording needs to be amended. In addition, the word 'representation' has been replaced with 'objection notice' to reflect the terminology contained in the Act.	Determination of a police representation to a temporary event notice.	Determination of a temporary event notice following receipt of an objection notice.

Resources

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
<p>Table 8 – Delegations to the Corporate Director of Resources</p> <p>Specific and Non-Executive Delegations</p> <p>Para 1</p>	<p>Table 8 – Delegations to the Corporate Director of Resources</p> <p>Specific and Non-Executive Delegations</p> <p>Para 1</p>	<p>Angela Nicholson</p>	<p>The Corporate Director of Resources has delegated authority to terminate employment of staff by reason of early retirement with voluntary redundancy where there is a cost to the Council associated with the early release of pension benefits in consultation with the relevant Portfolio Holder. It is proposed to amend the punctuation to clarify that the Corporate Director of Resources also has the authority to terminate</p>	<p>1. To authorise the termination of employment of staff by reason of early retirement with voluntary redundancy where there is a cost to the Council associated with the early release of pension benefits. This will be in consultation with the Cabinet Portfolio Member for Corporate Resources and Rural Issues.</p>	<p>1. To authorise the termination of employment of staff by reason of early retirement with voluntary redundancy. Where there is a cost to the Council associated with the early release of pension benefits, this will be in consultation with the relevant Portfolio Holder.</p>

			employment by reason of early retirement or voluntary redundancy where there is <i>no</i> cost to the Council. It is also proposed to update the reference to the correct Portfolio Holder.		
Table 8 Delegations to the Corporate Director of Resources Transactional and Customer Services N/A - new clause	Table 8 Delegations to the Corporate Director of Resources Transactional and Customer Services Clause 12	Victoria Murray	In August 2023, a proposal to introduce a flat rate weekly charge of £5 per week for those in residential care and £7.50 per week for those living in the community for the provision of an appointeeship service. This was implemented from 1 October 2023. It is proposed to include a delegated power to the Corporate Director of Resources to be able to review	N/A	12. Establishing, reviewing and amending a charging policy for those for whom the Deputy and Appointeeship Team act as an appointee.

			and amend the policy.		
Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services Clause 18	Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services Clause 19	Joanne McMahon	"simply to provide clear understanding of elements in scope".	20. To exercise MTFP, annual budget setting, budgetary control and final accounts functions referred to the Corporate Director under the Council's Financial Procedure Rules.	19. To exercise MTFP, annual budget setting, budgetary control and final accounts functions (Revenue and Capital) referred to the Corporate Director under the Council's Financial Procedure Rules.
Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services Clause 22	Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services Clause 23	Joanne McMahon	Minor wording change for clarity.	22. The operation of the Council's accounting systems.	23. The operation and continuous improvement of the Council's accounting systems.
Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services	Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services	Joanne McMahon	Wording change for clarity.	23. To authorise the release of funds from contingencies as set out in the Revenue Budget and to forecast and to manage the Council's Collection Funds,	24. To authorise the release of funds from contingencies as set out in the Revenue Budget.

Clause 23	Clause 24			making adjustments to payments to principal precepting bodies as appropriate.	
N/A – new clause	Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services Clause 25	Joanne McMahon	Regulations made under the Local Government Finance Act 1992 requires each billing authority to calculate its 'council tax base' for the following financial years so she believes reference to tax base setting should be included within their setting.	N/A	25. To set the Council Tax Base at Local Council level and to forecast and manage the Council's Collection Funds, making adjustments to payments to principal precepting bodies as appropriate.
N/A – new clause	Table 8 – Delegations to the Corporate Director of Resources Corporate Finance and Commercial Services Clause 27	Joanne McMahon	This element is the responsibility of the Head of Corporate Finance and Commercial Services rather than the Head of Pensions, so should be moved to the correct section (removed from 36(g) 3C-43).	N/A	27. To maintain all accounting records in relation to the Pension Fund, including the preparation of the Pension Fund Statement of Accounts and Annual Report.

Table 8 – Delegations to the Corporate Director of Resources Pensions Clause 36(g)	Table 8 – Delegations to the Corporate Director of Resources Pensions Clause 37(g)	Joanne McMahon	See above.	(g) To maintain all necessary accounts and records in relation to the Pension Fund, including the preparation of the Annual Accounts;	(g) To maintain all necessary account and records in relation to the Pension Fund.
Table 8 – Delegations to the Corporate Director of Resources Pensions Clause 36(o)	Table 8 – Delegations to the Corporate Director of Resources Pensions Clause 37(o)	Paul Cooper	It is considered that something more general is included in respect of Pension Appeals. Stage 2 appeals should fall under the remit of the Head of Legal and Democratic Services.	(o) To deal with stage 2 appeals under the dispute procedure for the Local Government Pension Scheme.	(o) To implement and maintain an appeals process under the dispute procedure for the Local Government Pension Scheme.
N/A	Table 8 – Delegations to the Corporate Director of Resources Head of Legal and Democratic Services Clause 75	Paul Cooper	Stage 2 appeals fall under the remit of Head of Legal and Democratic Services	N/A	75. In relation to the Pension Fund, to exercise the County Council’s function as administering authority relating to the Local Government Pension Scheme in the following way: a. To deal with stage 2 appeals under the dispute procedure for

					the Local Government Pension Scheme.
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Council Procedure Rules

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
1.1 Timing Para ii	N/A		Refers to Coronavirus legislation that is no longer in force.	ii. In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) the requirement to hold an annual meeting will be disregarded in the year of 2020/2021 where no annual meeting will take place prior to 7th May 2021 unless where the meeting is: (a) called by the Chair of the Council in consultation with the Head of Paid Services and Head of Legal and Democratic Services; or	N/A - to remove.

				(b) following a resolution calling for an Annual meeting being passed at an ordinary or extraordinary meeting of the Council	
12.5 Content and Speeches	12.5 Content and Speeches	Jennifer Rogers	Incorrect paragraph lettering.	<p>12.5 Content and length of speeches</p> <p>(a) Speeches must be directed to the motion under discussion or to a personal explanation or point of order.</p> <p>(b) A speech by the mover of a motion may not exceed five minutes without the consent of the Chair, save where two items are being considered together, in which case paragraph (e) will apply.</p> <p>(a) Subject to paragraph (d) and (e) below, speeches by other Members, including those members speaking during their right to reply, may not exceed three minutes without</p>	<p>12.5 Content and length of speeches</p> <p>(a) Speeches must be directed to the motion under discussion or to a personal explanation or point of order.</p> <p>(b) A speech by the mover of a motion may not exceed five minutes without the consent of the Chair, save where two items are being considered together, in which case paragraph (e) will apply.</p> <p>(c) Subject to paragraph (d) and (e) below, speeches by other Members, including those members speaking during their right to reply, may not exceed three minutes without the consent of the Chair.</p>

				<p>the consent of the Chair.</p> <p>(b) When the Council's annual budget is under discussion, the Leader of each political group on the Council may speak for up to five minutes or such longer period as the Chair shall allow.</p> <p>(c) When two agenda items are being considered together, the proposer and seconder of the motion, and the Leaders of each political group on the Council, will be entitled to speak for double the usual allotted time under (b), (c) and (d) above.</p>	<p>(d) When the Council's annual budget is under discussion, the Leader of each political group on the Council may speak for up to five minutes or such longer period as the Chair shall allow.</p> <p>(e) When two agenda items are being considered together, the proposer and seconder of the motion, and the Leaders of each political group on the Council, will be entitled to speak for double the usual allotted time under (b), (c) and (d) above.</p>
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Part 4D Executive Procedure Rules

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording

1.2 Delegation by the Leader, page 4D-2	1.2 Delegation by the Leader, page 4D-2	Jennifer Rogers	Error in referencing Article 6 should be Article 5.	Following the annual meeting of the Council, the Head of Legal and Democratic Services, at the direction of the Leader, will draw up a written record of executive delegations made by the Leader for inclusion in Article 6 of this Constitution.	Following the annual meeting of the Council, the Head of Legal and Democratic Services, at the direction of the Leader, will draw up a written record of executive delegations made by the Leader for inclusion in Article 5 of this Constitution.
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Part 4F – Financial Procedure Rules

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
2.3 The Role of the Audit Committee Para 2.3.1	2.3 The Role of the Audit Committee Para 2.3.1	Joanne McMahon	Treasury Management went straight into Council from last year and removed the Cabinet Scrutiny. This is now being added into the Audit Committee role in line with their other financial	2.3.1 The Audit Committee approves the final accounts and is an advisory committee to both the Council and the Executive on audit and governance issues in order to provide independent	2.3.1 The Audit Committee approves the final accounts and is an advisory committee to both the Council and the Executive on audit and governance issues in order to provide independent

			scrutiny responsibilities.	and effective assurance over the adequacy of the Council's financial management and reporting, risk management framework, and other processes required to achieve the council's corporate and service objectives.	and effective assurance over the adequacy of the Council's financial management and reporting, treasury management strategy, risk management framework, and other processes required to achieve the council's corporate and service objectives.
2.5 The Role of the Chief Finance Officer Para 2.5.2	2.5 The Role of the Chief Finance Officer Para 2.5.2	Joanne McMahon	Capitalised wording	2.5.1 Advising on risk management	2.5.1 Advising on Risk Management
3.1 Strategic Planning Para 3.1.3	3.1 Strategic Planning Para 3.1.3	Joanne McMahon	Capitalised wording	3.1.3 The Council's performance management framework	3.1.3 The Council's Performance Management Framework
3.4 Budget Transfers Para 3.4.2	3.4 Budget Transfers Para 3.4.2	Joanne McMahon	Changed from acronym to full title	3.4.2 Budget transfers within services should be agreed at Service Management Teams and then reflected in the budgetary control template which feeds	3.4.2 Budget transfers within services should be agreed at Service Management Teams and then reflected in the budgetary control template which feeds

				into the monthly update reports to CMT and the quarterly update reports to Cabinet.	into the monthly update reports to the Corporate Management Team and the quarterly update reports to Cabinet.
3.4 Budget Transfers Para 3.4.4	3.4 Budget Transfers Para 3.4.4	Joanne McMahon	Added a word for clarity.	3.4.4 Transfers to and from Earmarked Reserves need to be agreed by Service Management Teams and reflected during the year in the budgetary control template via outturn reporting.	3.4.4 Transfers to and from Earmarked Reserves need to be agreed by Service Management Teams and reflected during the quarterly outturn reporting.
3.4 Budget Transfers Para 3.4.6	3.4 Budget Transfers Para 3.4.6	Joanne McMahon	Removal of a word	3.4.6 A capital budget cannot be transferred to a revenue budget head.	3.4.6 A capital budget cannot be transferred to a revenue budget.
3.4 Budget Transfers Para 3.4.8	3.4 Budget Transfers Para 3.4.8	Joanne McMahon	Changed from acronym to full title	3.4.8 Any increase in overall capital budget e.g. new grant funding or approval to increase borrowing must be approved by CMT and MOWG before full approval by Cabinet.	3.4.8 Any increase in overall capital budget e.g. new grant funding or approval to increase borrowing must be approved by the Corporate Management Team and MOWG before

					full approval by Cabinet.
3.5 Cash Limits Para 3.5.1	3.5 Cash Limits Para 3.5.1	Joanne McMahon	Added a word	<p>3.5.1 What is the cash limit?</p> <ul style="list-style-type: none"> • All running costs of services which are under the control or influence of the Corporate Director. • The Cash Limit Reserve is the balance which has been built up from any underspends in the year, or from previous years, that is earmarked for planned use by the service. 	<p>3.5.1 What is the cash limit?</p> <ul style="list-style-type: none"> • All running costs of services which are under the control or influence of the Corporate Director. • The Cash Limit Reserve is the balance which has been built up from any net underspends in the year, or from previous years, that is earmarked for planned use by the service.
3.5 Cash Limits Para 3.5.4	3.5 Cash Limits Para 3.5.4	Joanne McMahon	Added an example	3.5.4 What happens if excessive costs impact	3.5.4 What happens if excessive costs impact

				upon service groupings (e.g. extreme weather events such as flooding or severe winters)	upon service groupings (e.g. extreme weather events such as flooding or severe winters, hyper-inflation etc)
3.7 Reporting Council Spending at Year End Para 3.7.2	3.7 Reporting Council Spending at Year End Para 3.7.2	Joanne McMahon	Added part of a sentence for clarity	<p>3.7.2 The Chief Finance Officer is responsible for:</p> <ul style="list-style-type: none"> • Publishing a timetable for the closure of the accounts annually. • Ensuring that the Council's annual Statement of Accounts is prepared in accordance with the most up-to-date Code of Practice on Local Authority 	<p>3.7.2 The Chief Finance Officer is responsible for:</p> <ul style="list-style-type: none"> • Publishing a timetable for the closure of the accounts annually. • Ensuring that the Council's annual Statement of Accounts is prepared in line with statutory deadlines and in accordance with the most up-to-date Code of

				Accounting produced by CIPFA/LASAAC, the latest Accounts and Audit Regulations (England) and any other relevant guidelines.	Practice on Local Authority Accounting produced by CIPFA/LASAAC, the latest Accounts and Audit Regulations (England) and any other relevant guidelines.
4.1 Risk Management Para 4.1.5	4.1 Risk Management Para 4.1.5	Joanne McMahon	Change of job title	4.1.5 The Corporate Risk Management Group supported by the Corporate Risk Manager is responsible for reviewing strategic risks and reporting progress on the management of strategic risk to Cabinet.	4.1.5 The Corporate Risk Management Group supported by the Risk, Insurance and Governance Manager is responsible for reviewing strategic risks and reporting progress on the management of strategic risk to Cabinet.
4.1 Risk Management Para 4.1.6	4.1 Risk Management Para 4.1.6	Joanne McMahon	Change of job title	4.1.6 It is the responsibility of Chief Officers to ensure	4.1.6 It is the responsibility of Chief Officers to ensure

				that there are regular reviews of risk within their areas of responsibility, having regard to advice from the Council's Corporate Risk Manager and other specialist officers (e.g. crime prevention, fire prevention, Health & Safety).	that there are regular reviews of risk within their areas of responsibility, having regard to advice from the Council's Risk, Insurance and Governance Manager and other specialist officers (e.g. crime prevention, fire prevention, Health & Safety).
4.2 Internal Control Para 4.2.5	4.2 Internal Control Para 4.2.5	Joanne McMahon	Clarity added to legislation	4.2.5 The Council is required to provide an Annual Governance Statement in accordance with the Accounts and Audit Regulations 2015. As part of this statement, the Chief Executive and the Leader of the Council are required to comment on the effectiveness of the entire internal control environment within	4.2.5 The Council is required to provide an Annual Governance Statement in accordance with Regulation 6 (1) b of the Accounts and Audit (England) Regulations 2015. As part of this statement, the Chief Executive and the Leader of the Council are required to comment on the effectiveness of the

				the Council as this is a key indicator of good governance.	entire internal control environment within the Council as this is a key indicator of good governance.
4.2 Internal Control Para 4.2.7	4.2 Internal Control Para 4.2.7	Joanne McMahon	Wording added for clarity	4.2.7 It is the responsibility of the Audit Committee to approve the Annual Governance Statement and to seek the necessary assurance that the Council's corporate governance arrangements including risk management and internal control are effective.	4.2.7 It is the responsibility of the Audit Committee to review and approve the Annual Governance Statement and to seek the necessary assurance that the Council's corporate governance arrangements including risk management and internal control are effective.
4.6 Use of and Disposal of Assets Para 4.6.3	4.6 Use of and Disposal of Assets Para 4.6.3	Joanne McMahon	Change of job title	4.6.3 Chief Officers are responsible for ensuring that adequate and effective arrangements are in place for the care and custody of all assets	4.6.3 Chief Officers are responsible for ensuring that adequate and effective arrangements are in place for the care and custody of all assets

				within their Service area and ensuring that assets are disposed of in accordance with procedures approved by the Chief Finance Officer and/or the Head of Planning and Asset Management.	within their Service area and ensuring that assets are disposed of in accordance with procedures approved by the Chief Finance Officer and/or the Head of Corporate Property and Land.
4.8 Treasury Management Para 4.8.5	4.8 Treasury Management Para 4.8.5	Joanne McMahon	Treasury Management went straight into Council from last year and removed the Cabinet Scrutiny. This is now being added into the Audit Committee role in line with their other financial scrutiny responsibilities.	4.8.5 The Council has delegated its responsibility for the implementation and monitoring of its Treasury Management policies and practices to the Cabinet.	4.8.5 The Council has delegated its responsibility for the scrutiny and monitoring of its Treasury Management policies and practices to the Audit Committee.
4.11 Grant and External Funding Para 4.11.2	4.11 Grant and External Funding Para 4.11.2	Joanne McMahon	Word change for clarity	4.11.2 Chief Officers must ensure that any project to be funded by external funding does not commence until proper approval has been obtained	4.11.2 Chief Officers must ensure that any project to be funded by external bodies does not commence until proper approval has been obtained

				and the source of external funding confirmed.	and the source of external funding confirmed.
4.15 Contracts, Agreements and Purchasing Para 4.15.2	4.15 Contracts, Agreements and Purchasing Para 4.15.2	Joanne McMahon	Change of job title	4.15.2 The Corporate Procurement Manager is responsible for developing the Corporate Strategy for Commissioning and Procurement and providing advice on procurement issues.	4.15.2 The Chief Procurement Officer is responsible for developing the Corporate Strategy for Commissioning and Procurement and providing advice on procurement issues.
5.1 General Para 5.1.2	5.1 General Para 5.1.2	Joanne McMahon	Change of word for clarity	5.1.2 The Chief Finance Officer is responsible for: <ul style="list-style-type: none"> • The operation of the Council's accounting and financial systems. • The form of accounts and any supporting financial records. • Advising Chief Officers on the establishment 	5.1.2 The Chief Finance Officer is responsible for: <ul style="list-style-type: none"> • The operation of the Council's accounting and financial systems. • The format of accounts and any supporting financial records. • Advising Chief Officers on the establishment

				and operation of trading accounts and business units.	and operation of trading accounts and business units.
5.5 Business Rates Retention Scheme	5.5 Business Rates Collection Fund - Business Rates Retention Scheme	Joanne McMahon	Title change	See column 1	See column 2
Appendix A	Appendix A	Joanne McMahon	Appendix A has been changed and renumbered to reflect changes in the Financial Management Standards. They have been amalgamated and then the numbers have not been reallocated – there are consequently gaps in the new numbering.	Original Appendix A appended	New Appendix A appended

Part 4G – Contract Procedure Rules

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
1.1 What are Contract Procedure Rules? Clause 1.1.5	1.1 What are Contract Procedure Rules? Clause 1.1.5	Louiza McIntosh	” These CPRs will also adhere to new procurement legislation as and when introduced and to be updated accordingly. “ – this statement included to allow for minor interim changes that may be required	1.1.5 These CPRs observe the requirements of UK legislation namely the Public Contracts Regulations 2015 (PCRs) and, in addition to ongoing amendments and updates as issued by the Cabinet Office in	1.1.5 These CPRs observe the requirements of UK legislation namely the Public Contracts Regulations 2015 (PCRs) and, in addition to ongoing amendments and updates as issued by the Cabinet Office in

			with 2024 introduction of the Procurement Act	the form of Procurement Policy Notes.	the form of Procurement Policy Notes. These CPRs will also adhere to new procurement legislation as and when introduced and to be updated accordingly.
2. Basic Principles Clause 2.1 (g)	2. Basic Principles Clause 2.1 (g)	Louiza McIntosh	“applicable legislative principles of international trading countries and the UK, including amendment regulations...” – update to wording replacing EU specific trading with international trading and regulations.	(g) Comply with all legislative requirements including European Union (EU) Treaty principles which in relation to procurement are as follows: <ul style="list-style-type: none"> • transparency – contract procedures must be transparent and contract opportunities should generally be publicised; • equal treatment and 	(g) Comply with applicable legislative principles of international trading countries and the UK, including amendment regulations, which in relation to procurement are as follows: <ul style="list-style-type: none"> • transparency – contract procedures must be transparent and contract opportunities should generally be publicised;

				<p>non-discrimination – potential suppliers must be treated equally;</p> <ul style="list-style-type: none"> • proportionality – procurement procedures and decisions must be proportionate; • mutual recognition – giving equal validity to qualifications and standards from other Member States, where appropriate. 	<ul style="list-style-type: none"> • equal treatment and non-discrimination – potential suppliers must be treated equally; • proportionality – procurement procedures and decisions must be proportionate; • mutual recognition – giving equal validity to qualifications and standards from other trading countries, where appropriate.
<p>4. Variations to Contract Procedure Rules</p> <p>Clause 4.6</p>	<p>4. Variations to Contract Procedure Rules</p> <p>Clause 4.6</p>	Tracy Henderson	Current wording does not reflect current practice.	4.6 Where a Variation is being applied for by Corporate Procurement, it must also be scrutinised by	4.6 Where a Variation is being applied for by Corporate Procurement, it may also be scrutinised by

				Internal Audit, to ensure the robustness of the procedure.	Internal Audit, to ensure the robustness of the procedure.
5. Exemptions Clause 5.1(b)	5. Exemptions Clause 5.1(b)	Louiza McIntosh	minor updates to the exemption list with renumbering.	N/A – sub-clause added	xii Payments for documents, document certification and authentication services, which may only be provided by notaries, or from the issuing authority, such as the General Registry Officer or HM Passport Office.
5. Exemptions N/A – insertion of clause 5.1(e) (means the later subsections are renumbered)	5. Exemptions Clause 5.1(e)	Louiza McIntosh	new exemption	N/A – new wording added	5.1(e) Payment for the services of veterinary experts for the emergency care of animals.
5. Exemptions Clause 5.1(k)	5. Exemptions Clause 5.1(l)	Louiza McIntosh	Information moved to other clauses.	(k) Contracts for legal representation by a lawyer (advocate, barrister, or solicitor) in arbitration or conciliation	(l) Contracts for legal representation by a lawyer (advocate, barrister, or solicitor) in arbitration or conciliation

				proceedings, judicial proceedings before the courts, tribunals or public authorities of an EU member state or third country or before international courts, tribunals or institutions.	proceedings, judicial proceedings before the courts, tribunals or public authorities of an EU member state or third country or before international courts, tribunals or institutions. Also, including payments for legal advice given by a lawyer or other expert opinion requested, in preparation form or connected to, any of the proceedings mentioned.
5. Exemptions Clause 5.1 (l)	N/A - deleted	Louiza McIntosh	Information moved to other clauses.	(l) Payments for legal advice given by a lawyer, or other expert opinion requested, in preparation for, or connected to, any of the proceedings mentioned in (k) above.	N/A - deleted

5. Exemptions Clause 5.1 (m)	N/A - deleted	Louiza McIntosh	Information moved to other clauses.	(m) Payments for documents, document certification and authentication services, which may only be provided by notaries, or from the issuing authority such as the General Registry Office, HM Passport Office.	N/A - deleted
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Part 5D – Code of Practice for Members and Officers Dealing with Planning Matters

Original Reference	New Reference	Officer	Reason for Change	Previous wording	New wording
Code of Practice for Members and Officers Dealing with Planning Matters	Code of Practice for Members and Officers Dealing with Planning Matters	Clare Cuskin		N/A – new paragraph added	At the beginning of the document before the introduction, the following paragraph is proposed to be added: This Code applies to Members at all times when involving themselves in the planning process. This includes when taking part in the decision-

					making meetings of the Council in exercising the functions of the Planning Committee, or (where appropriate) when involved on less formal occasions, such as meetings with officers or the public and consultative meetings.
1. Introduction Paragraph 1.1	1. Introduction Paragraph 1.1	Clare Cuskin	Following an update to the Lawyers in Local Government's 'Members Planning Good Code of Practice', officers reviewed its provisions and considered which elements should be incorporated into the Council's Code of Practice. The main amendments relate to highlighting and clarifying the respective roles, responsibilities and duties of members and officers at planning committees.	N/A – new sentence added.	At the end of the paragraph, the following is proposed to be added: The role of Members of the Planning Authority is to make planning decisions openly, impartially, with sound judgement and for justifiable reasons.

<p>1. Introduction</p> <p>Paragraph 1.6</p>	<p>1. Introduction</p> <p>Paragraph 1.6</p>	<p>Tracy Henderson</p>	<p>Audit Commission no longer exists</p>	<p>1.6 This code is largely based upon the Local Government Association's Guidance entitled Probity in Planning for councillors and officers published in April 2013, which takes account of the ethical framework for local government. It takes account of the Royal Town Planning Institute's Code of Professional Conduct and advice issued by the Audit Commission, the Commissioners for Local Administration in England and the National Planning Forum. It complements the Council's Code of Conduct for Members. This code is consistent with meeting the</p>	<p>1.6 This code is largely based upon the Local Government Association's Guidance entitled Probity in Planning for councillors and officers published in April 2013, which takes account of the ethical framework for local government. It takes account of the Royal Town Planning Institute's Code of Professional Conduct and advice issued by the Commissioners for Local Administration in England and the National Planning Forum. It complements the Council's Code of Conduct for Members. This code is consistent with meeting the requirements of</p>
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				<p>requirements of Article 6 of the European Convention on Human Rights which confers a right to procedural fairness, transparency and accountability in the determination of civil rights and obligations. In respect to the advice contained at paragraph 7 regarding Member engagement in pre-application advice, account has been taken of advice issued by the Planning Advisory Service, the Standards Board for England and the LGA advice leaflet 'Positive Engagement' issued in 2009.</p>	<p>Article 6 of the European Convention on Human Rights which confers a right to procedural fairness, transparency and accountability in the determination of civil rights and obligations. In respect to the advice contained at paragraph 7 regarding Member engagement in pre-application advice, account has been taken of advice issued by the Planning Advisory Service, the Standards Board for England and the LGA advice leaflet 'Positive Engagement' issued in 2009.</p>
<p>3. Declarations of Interest</p> <p>N/A – new paragraph</p>	<p>3. Declarations of Interest</p> <p>Paragraph 3.4</p>	<p>Clare Cuskin</p>	<p>Following an update to the Lawyers in Local Government's 'Members Planning Good Code of Practice', officers</p>	<p>N/A – new paragraph</p>	<p>3.4 It is important that Members of Planning Committee do not fetter their discretion and therefore their ability to participate in</p>

			<p>reviewed its provisions and considered which elements should be incorporated into the Council's Code of Practice. The main amendments relate to highlighting and clarifying the respective roles, responsibilities and duties of members and officers at planning committees.</p>		<p>planning decision-making by approaching the decision with a closed mind. Fettering your discretion in this way and taking part in the decision will put the Council at risk of a finding of maladministration and of legal proceedings on the grounds of bias, pre-determination or a failure to take into account all of the factors enabling the proposal to be considered on its merits.</p>
<p>9. The Decision Making Process</p> <p>N/A – new paragraph</p>	<p>9. The Decision Making Process</p> <p>Paragraph 9.2</p>	<p>Clare Cuskin</p>	<p>As above</p>	<p>N/A – new paragraph</p>	<p>9.2 Members shall also recognise and respect that officers involved in the processing and determination of planning matters must act in accordance with the Council's Code of Conduct for Officers and their professional codes of conduct, primarily the Royal Town Planning Institute's Code of Professional</p>

					Conduct. As a result, planning officers' views, opinions and recommendations will be presented on the basis of their overriding obligation of professional independence, which may on occasion be at odds with the views, opinions or decisions of the Committee or its Members.
10. Site Visits by the Committee N/A – new sub-paragraph	10. Site Visits by the Committee Paragraph 10.2(a)	Clare Cuskin	As above	N/A – new paragraph	10.2(a) The Head of Planning and Housing agree the need for a site visit in consultation with the Chair of the meeting.
10. Site Visits by the Committee N/A – new paragraph	10. Site Visits by the Committee 10.2(c)	Clare Cuskin	As above	N/A – new paragraph	10.2(c) The Head of Planning and Housing will contact the applicant to make arrangements for the site visit where appropriate. As part of this contact the Head of Planning and Housing will invite the applicant to raise any

					safeguarding or other logistical issues associated with the visit as may be appropriate. This will ensure that those visiting the site have permission to enter private land if required and to enable the visit to be undertaken in a controlled manner, cogent of any safeguarding or wider logistical issues raised by the applicant.
10. Site Visits by the Committee N/A – new paragraph	10. Site Visits by the Committee Paragraph 10.2(d)	Clare Cuskin	As above	N/A – new paragraph	10.2(d) The role of the applicant prior to the site visit is to make the Council and its representatives aware of any specific requirements in relation to the site visit, for example, the need to sign in before entering the site, wear appropriate PPE, visit during or outside certain hours.

<p>10. Site Visits by the Committee</p> <p>Paragraph 10.2(d)</p>	<p>10. Site Visits by the Committee</p> <p>Paragraph 10.2(g)</p>	<p>Clare Cuskin</p>		<p>10.2 (d) On assembling at the site, at the time specified, the Chair will explain the purpose and procedures of the site visit so that all are aware that it is a fact finding exercise only and that no decision will be taken until the committee meeting. The Head of Planning, or their representative, will explain the application as it relates to the site and relevant viewpoints. Following any questions to the Head of Planning, the Chair will bring the site visit to a close.</p>	<p>10.2 (g) On assembling at the site, at the time specified, the Chair (or lead officer in the absence of Chair and Vice Chair) will explain the purpose and procedures of the site visit so that all are aware that it is a fact finding exercise only and that no decision will be taken until the committee meeting. The Head of Planning and Housing, or their representative, will explain the application as it relates to the site and relevant viewpoints. The Head of Planning and Housing, or their representative, will where practicable, make themselves known to the applicant, or their representative, and ensure the visiting party complies with all health and safety and safeguarding requirements as</p>
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					notified by the applicant. Following any questions to the Head of Planning and Housing (or their representative), the Chair will bring the site visit to a close.
10. Site Visits by the Committee Paragraph 10.2(f)	10. Site Visits by the Committee Paragraph 10.2(i)	Clare Cuskin	As above	10.2(f) In all cases the safety of those engaged in the site visit is of paramount importance. In cases where Officers consider a proposal is likely to generate hostility as part of a site visit the Head of Planning or their representative will liaise with the Health and Safety Manager to undertake a risk assessment ahead of the planned visit. Appropriate control measures will be identified as part of the risk assessment and discussed with the Chair in advance of the visit.	10.2(i) In all cases the safety of those engaged in the site visit, and anyone else who may be at the site and affected by the visit, is of paramount importance. In cases where Officers consider a proposal is likely to generate hostility as part of a site visit or involve potential safeguarding matters the Head of Planning and Housing or their representative will liaise with the appropriate Council representative to undertake a risk

					assessment ahead of the planned visit. Appropriate control measures will be identified as part of the risk assessment and discussed with the Chair in advance of the visit.
11. Representations on Planning Applications N/A – new paragraph	11. Representations on Planning Applications Paragraph 11.3	Clare Cuskin	As above	N/A – new paragraph	11.3 It is important that Members of planning committees do not allow members of the public to communicate with them during the committee’s proceedings (orally, in writing or by social media) other than through the scheme for public speaking or through the Chair, as this may give the appearance of bias.
11. Representations on Planning Applications	11. Representations on Planning Applications	Clare Cuskin	As above	N/A – new paragraph	11.4 Members of planning committees should also not participate in social

N/A – new paragraph	Paragraph 11.4				media or exchanges by texting as a member of the committee during the committee’s proceedings as this may give the impression of undue external influence and may give the appearance of bias.
12. Review of Decisions Para 12.1	12. Review of Decisions Para 12.1	Tracy Henderson	Audit Commission no longer exists.	12.1 The Audit Commission’s Report, ‘Building in Quality’, recommended that elected members should visit a sample of implemented planning permissions to assess the quality of decisions. This can improve the quality and consistency of decision-making and help with reviews of planning policy.	N/A - proposed that clause 12.1 be removed.