

Report to Constitution Working Group

Date of meeting: 16 March 2023

Subject: Constitution Update of 26 January 2023

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**Epping Forest
District Council**

Recommendations/Decisions Required:

- (1) That the Working Group note the Constitution Update of 26 January 2023.**

Report:

1. Constitution Update of 23 January 2023

1.1 Following approval by Council on 20 December 2022, this latest update included amendments to:

- Article 15 – Finance, Contracts and Legal Matters to facilitate use of DocuSign that the common seal may be in physical or electronic form as determined by the Monitoring Officer
- Part 6 – Members' Allowance Scheme 2023 to 2024

1.2 Minor amendments by the Monitoring officer

- Article 14 – Decision Making regarding a minor amendment to paragraph 10(i) for key decisions within the category in 8(iii) above (£1,000,000 or below)
- Article 7 – the Executive, Appendix 2 (Committees of the Executive) in relation to the deletion of references to the Finance and Performance Management Cabinet Committee
- Part 4 – Financial Regulations regarding the deletion of references to the Finance and Performance Management Cabinet Committee, other ad hoc references to Finance and Performance Management and other minor amendments
- Part 4 – Financial Regulations in respect of minor amendments to paragraphs A5 and 3.7 that Audit & Governance Committee is responsible for approving Annual Statement of Accounts

1.3 Other amendments

- Part 3 Scheme of Delegation, Appendix 4 – Portfolio Holder Responsibilities 2022/2023 amended by Leader Decision LDR-002-2022/23 dated 6 December 2022
- Article 8 – Regulatory and Other Committees regarding a minor amendment to (c) Joint Consultative Committee, 7 (i) to reflect the minutes are published on the Council's Intranet

1.4 Members were also advised of these amendments in the Bulletin of 3 February 2023.

Resource Implications:

This report seeks to ensure that the Council's Constitution remains fit for purpose.

Legal and Governance Implications:

The Council's Constitution sets out procedures and rules for the operation of its functions and responsibilities.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

Consultation Undertaken:

N/A.

Background Papers:

None.

Risk Management:

The Council's Constitution sets out procedures and rules for the operation of its functions and responsibilities.

Equality:

There are no equality implications arising from the recommendations of this report.