

No	Constitution Part	Last Review Date	Comments
Part 1	Summary and Explanation	N/A	Requires review wording and structure charts
Part 2	Articles of the Constitution		
Article 1	The Constitution	N/A	
Article 2	Members of the Council		
Article 3	Citizens and the Council	N/A	Wording review required
Article 4	The Full Council	N/A	Plan/Policy framework needs review
Article 5	Chairing the Council Election of Chairman of the Council Appointment of Vice-Chairman of Council Civic/Ceremonial Role (1) Appointments at Annual Council Review (2) Appointments at Annual Council - Review	Probably does not need review Reviewed at C/Mbr Services SP 7 February 2013 and in February 2012	Agreed Council 27 March 2012 Agreed Council 19 February 2013
Article 6	Overview and Scrutiny Committee	N/A	Wording review required
Article 7	The Executive Amendments following the Localism Act 2011 – (a) 7.02 Form and Composition of the Executive (b) 7.03 Leader of Council (c) 7.04 Deputy Leader (d) 7.05 Deputy Leader Powers to Act (e) (i) 7.05 Other Executive Members (f) 7.06 Leader/Deputy Leader Unable to Act (g) 7.08 Responsibility for Functions	Reviewed C/Mbr Services SP 26 March 2013	Wording review required Agreed Council 23 April 2013
Article 8	Regulatory and other Committees	N/A	Wording review required Sign post article only.
Article 9	The Standards Committee	N/A	Wording review required Could procedure be separated to another place?
Article 10	Area Committees and Forums	N/A	Wording review required Link to article 8?
Article 11	Audit and Governance Committee (a) Review of Constitution	Reviewed Constitution Mbr Services SP 16 July 2012	Agreed Council 27 September 2012

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	(b) Eligibility for Membership Para 11.6 (a)	Reviewed Constitution Mbr Services SP 8 Nov 2011	Agreed Council 13 December 2011 Further review required?
Article 12	Constitution – Joint Arrangements		
Article 13	Officers	N/A	Out of date requires review
Article 14	Decision Making	N/A	Needs review in light of recent legislation changes
Article 15	Finance, Contracts and Legal Matters	N/A	Wording review required
Article 16	Review and Revision of the Constitution	N/A	Wording review required
Article 17	Suspension, Interpretation and Publication of the Constitution	N/A	Wording review required

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Part 3	Responsibility for Functions		
	Responsibility for Functions	Leader Decision Reviewed Constitution Mbr Services SP 18 March 2014	Agreed Council 10 June 2014 Review by Council on 22 April 2014
Part 3 (3)	<p>(1) Schedule of Council and Executive Functions – Delegation D5-D26</p> <p>(a) Part 3 (3) Responsibility for Functions App 6. Scheme of Delegation of Executive Functions to Cabinet Members and Officers</p> <p>(b) Domestic and NNDR Tax Base – Declaration</p> <p>(c) Planning Enforcement – Direct Action under Section 178 of the Town and Country Planning Act 1990</p> <p>(d) Monitoring Officer</p> <p>(2) Scheme of Officer Delegation – Council and Regulatory Functions</p> <p>Part 2 D31-D48</p> <p>(a) Planning Directorate – Delegation of Council Functions D49-D57</p> <p>(i) Schedule 1 – Development Control</p> <p>(ii) Schedule 2 – Forward Planning and Related Functions</p> <p>(3) Scheme of Officer Delegation in respect of Executive Functions – Leader Decision</p> <p>(a) Part 3 (3) Responsibility for Functions Scheme of Delegation of Executive Functions to Cabinet Members and Officers D1-D4</p> <p>(b) Part 1 – Executive Functions – Delegation, Leader of Council D5 – D21</p> <p>(c) Private Sector Housing- Schedule of Delegation D22 – D23</p> <p>(d) List of Safer, Cleaner, Greener Legislation D24 – D30</p> <p>(4) Review of Officer Delegation</p> <p>(a) Domestic and NNDR Tax Base – Declaration</p>	<p>Leader Decision</p> <p>Reviewed by Constitution and Mbr Services Pnl per annum</p> <p>Leader Decision</p> <p>Reviewed Constitution Mbr Services SP 26 march 2013</p>	<p>Agreed Council 10 June 2014</p> <p>Agreed Council 21 May 2013</p> <p>Agreed Council 21 May 2013</p> <p>Agreed Council 23 April 2013</p>

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	<ul style="list-style-type: none"> (b) Planning Enforcement – Direct Action under Section 178 of the Town and Country Planning Act 1990 (c) Constitution – Minor Amendments (5) Financial Regulations (a) Appendix B (Section 4) Managing Expenditure Scheme of Virement (6) Scheme of Officer Delegation – Council and Regulatory Functions Part 3 (7) Scheme of Officer Delegation – Executive Functions (Leader Decision) EX42 – Off Street Parking Schemes EX54 – Restrictive Covenants – Houses in Multiple Occupation (8) Officer Delegation 2011/12 Review (a) (Budget and Policy Framework Procedure Rules) Schedule 2 Forward Planning and related Functions (9) Review of Officer Delegation (a) CL39 Freedom of Information (b) Planning Delegation (c) Planning and Economic Development Delegations Schedule No 1: <ul style="list-style-type: none"> (i) Development Control (ii) Care of the Environment (iii) Development Control (iv) Enforcement 	<p>Reviewed once a year by the Constitution and Mbr Services SP</p> <p>Reviewed by Constitution Mbr Services SP 20 Feb 2012</p> <p>Reviewed Constitution Mbr Services SP 17 March 2011</p>	<p>Agreed Council 22 May 2012</p> <p>Agreed Council 22 May 2012</p> <p>Agreed Council 27 March 2012</p> <p>Agreed Council 28 June 2011</p>

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Part 4	Rules of Procedure		
	Review of Financial Regulations Pages G9-G11 (Virements)	Reviewed by Constitution Mbr Services SP 20 Feb 2012	Agreed Council 27 March 2012
	Council Procedure Rules (a) Questions – Periods of Notice and Related Matters (i) Council Procedure Rule 12.3 (a) Notice of Questions – 4 days notice given (ii) Council Procedure Rule 11.3 Questions by the Public – Notice of Questions (iii) Paragraph 2.2(ix) Executive Procedure Rules	Reviewed by Constitution Mbr Services SP 7 January 2013	Agreed Council 19 February 2013 Could these rules be better structured?
	Access to Information Procedure Rules	Reviewed by Constitution Mbr Services SP 7 January 2013	Agreed Council 19 February 2013 Wording requires review in light of new regulation (Openness Regulations)
	Budget and Policy Framework Procedure Rules/Virement Framework		
	Executive Procedure Rules		Could these rules be better structured? Would need specific consultation with Cabinet to bring forward any change
	Action in Emergency	N/A	Only recently added – no review necessary?
	Overview and Scrutiny Rules	Reviewed by by Task and Finish Panel in 12-13	This review to pick up any constitutional elements of the current Panel review at end of their process?
	Financial Procedure Rules		
	Contracts Procedure Rules (1) CSO12 Contract Extensions	Reviewed by Constitution Mbr Services SP 14 January 2014	Agreed Council 20 February 2014

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	(2) CSO16 Receipt, Custody and opening of Quotations (3) CSO19 Acceptance of Quotations/Evaluation of Tenders (4) CSO35 Local Businesses (5) CSO C4(1) (g) Contract Renewal Periods (6) CSO C7 (6) (a) Ad Hoc Tender Lists (7) CSO (1) Public Services Social Value Act 2012 (8) Review of CSOs C4 (i) (g) (Contract Renewals) (9) C7 (6) (a) Ad Hoc Tender Lists	Reviewed by Constitution Mbr Services SP 26 March 2013 Reviewed by Constitution Mbr Services SP 17 March 2011	Agreed Council 23 April 2013 Agreed Council 28 June 2011
	Officer Employment Procedure Rules	Reviewed as part of review of Appointment of Chief Executive recently.	
	Operational Standing Orders	N/A	There is some duplication of these rules in other sections of the Constitution which means that they should be part of the structural/consistency area of review.
	Operational Standing Orders – Non Executive Bodies (1) (Council and Regulatory Functions – Delegation Asking Supplementary Questions without Notice – Operating Standing Order – Non Executive Bodies (S.O.12)) (2) (Operational Standing Order Petitions Scheme Non Executive Bodies SO12 Appendix 2)	Reviewed by C/Mbr Services Pnl – 18 March 2014 Reviewed by C/Mbr Services Pnl – 18 March 2014	Agreed Council 22 April 2014 Agreed Council 22 April 2014 Considered by Council September 2012 There is some duplication of these rules in other sections of the Constitution which means that they should be part of the structural/consistency area of review. This is particularly apparent in the overlaps between Council procedure rules/delegations and where

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			Terms of Reference sit within the document.
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Part 5	Codes and Protocols		
	Members' Charter	N/A	Wording requires review
	Members' Code of Conduct		Wording requires review
	Officers' Code of Conduct	N/A	This is a HR policy – should this be in the constitution at all?
	Protocol on Allocation of Chairmanships and Vice Chairmanships and Outside Organisation Places	Reviewed and amended recently	There is duplication with the Appointments Panels Terms of Reference
	Convention Relating to the Management of the District Council and on Relationships between Political Groups and Officers	Not reviewed recently	Wording requires review There is a PICK form being developed requesting review of the use of Council facilities by members.
	Planning Protocol	N/A	Review by Standards Committee required
	Guidance on Gifts and Hospitality		
	Code of Practice on Local Authority Publicity	N/A	Reproducing a government circular – should be reference only
	Officer Support Arrangements	N/A	Could this be otherwise dealt with?
	Corporate Enforcement Policy	N/A	Does this fit with current policy?
	Corporate Governance Code	N/A	Does this fit with current policy? Does this align with CIPFA/SOLACE governance advice? Wording requires review
	Local Charter with Parish and Town Councils	N/A	Is document has not been reviewed and is out of date
	Protocol on Partnerships and other External Organisations (a) Protocol on Partnerships and External Organisations and Review of Outside Bodies –	Reviewed by C/Mbr Services Pnl – 26 Mar 2013	Agreed Council 23 April 2013

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	(i) Paragraphs 3.1 and 3.3 (Appointments) (ii) Paragraphs 3.2 (Appointments) (iii) Section 8 (Written Agreements) (iv) Paragraph 9.3 (c) (Directorships) (v) Section 10 (Reporting Arrangements – Members of the Council) (vi) Paragraph 12 (Effect of the Code of Conduct)		
	Protocol on the use of Member Facilities	N/A	Wording requires review
	Guidance on the use of IT by Councillors	N/A	Allowance withdrawn requires review
Part 6	Members' Allowances Scheme		
	Members' Allowances Scheme	Annual review	Remit of Remuneration Panel
	Independent Remuneration Panel – Terms of Reference	N/A	Should this be joined to a section for Terms of Reference?
	Member Role Accountability Statements	N/A	Review?
Part 7	Management Structure		
	Management Structure	N/A	Out of date requires review