

Appendix A

CONSTITUTION REVIEW

HEADLINE SUMMARY OF PROPOSED CHANGES PART BY PART

Part	Contents	Comments
Part 1	Summary & Articles of Constitution	Propose to briefly update with updated legislation references etc. This Part of the Constitution was recently reviewed in 2014 when work was undertaken to merge Sections and make the document more user friendly.
Part 2 A	Terms of Reference for Committees	Terms of References have been reviewed by all Committees. No changes proposed to Licensing Panel, Standards Committee, Personnel & Development Committee, and Improvement & Review Commission, and minor changes to Audit Committee, High Wycombe Town Committee, and Joint Staff Committee. More detailed changes proposed to Planning Committee, but these better reflect the function of the Committee (detail can be provided). Regulatory and Appeals Committee to be reviewed at 2 March meeting.
Part 2 B	Cabinet Terms of Reference	Proposed Updates to Cabinet terms of reference to reflect updates in legislation and terminology. One or two changes to avoid repetition in places. No changes proposed to levels of delegation.

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<p>Part 2 B</p>	<p>Individual Cabinet Member Decision-Making</p>	<p>Proposed change to Individual Cabinet Member decision making to make the process more simple and straightforward to understand and operate – Currently, the Constitution lists each Cabinet position individually with areas of functionality listed. It is proposed to simplify the process by stating that Cabinet Members shall make all non-key decisions within their area of responsibility unless delegated in the Constitution to an officer.</p> <p>The Cabinet Member may choose to refer the decision to the Cabinet as a whole if he/she feels that it is a decision better made by the Cabinet collectively. If the relevant Cabinet Member is not available or unable to exercise this delegated authority at the appropriate time, the Leader of the Council, or in his/her absence, the Deputy Leader of the Council, may then take the decision.</p> <p>This is a model used by other local authorities.</p> <p>Management structure at Part 6 of the Constitution will set out WDC Decision making chart and the functions sitting under each Cabinet member.</p>
<p>Part 2 C</p>	<p>Officer Delegation Scheme</p>	<p>Each Head of Service has reviewed their respective delegations. Work was also undertaken during the work in 2014 when sections were merged together to ensure all delegations for each Head of Service were altogether.</p> <p>Proposals to update in places where new legislation has come in and replaced older references, resulting in new procedures which has been better reflected in the delegation scheme.</p>

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		No changes proposed to levels of delegation other than to update the existing delegation to make minor and consequential amendments to CSOs.
Part 2 D	Proper Officer Functions	No changes proposed
Part 2 E	Councillor Roles	No changes proposed
Part 3 A	Council Procedure Standing Orders	No changes proposed arising from this review, as this is continually monitored, with amendments picked up continually as and when required, and taken to Committee at that time.
Part 3 B	Access to Information Procedure Rules	Document to be updated to reflect correct legislation references – not been updated for some time.
Part 3 C	Budget and Policy Framework Procedure Rules	Document has not been reviewed for many years. Proposed to update this section to better reflect the current framework but no changes of any significance.
Part 3 D	Cabinet Procedures and Processes	Document to be updated to reflect correct legislation references. It is also proposed to update the Council's definition of a 'Key Decision' – the current definition within the Constitution is long and not easy to interpret. It is proposed to make this definition shorter, clearer and easier to understand and interpret. Appendix B contains the detail.

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Part 3 E	Improvement and Review Commission Protocol	No changes proposed. This document was reviewed in early 2015.
Part 3 F	Standing Orders Relating to Contracts	There are changes proposed to the Procurement Rules in light of new legislation, and also simplify & adjust certain levels. These will be presented as part of this review. A more detailed summary of the proposed changes is presented at appendix C.
Part 3 G	Financial Regulations	These were last updated in 2014. A comprehensive review has been undertaken to reflect both changes taken place within the Council and to provide further clarity on key financial processes. The proposed changes reflect changes to reporting lines and improvements to business processes. There is one proposed change to financial limits where an increase is being proposed to the level at which there is a mandatory requirement for a Purchase to be raised, from £250 to £500. This brings the threshold into line with the limit used on procurement cards which have successfully operated at the Council for any years.
Part 3 H	Officer Employment Procedure Rules	No changes proposed.
Part 3 I	Public Speaking at Planning Committee	This document has not been reviewed for some time. Changes are proposed to the document to make it clearer to understand but there are no changes to the procedures or protocol.

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Part 4	Members' Allowances Scheme	This is the subject of a separate review
Part 5 A	Members' Code of Conduct	This has been the subject of a separate review by the Standards Committee in the Autumn of 2015 which was agreed by Full Council in December 2015.
Part 5 B	Arrangements for deadline with Standards Allegations under the Localism Act 2011	This has been the subject of a separate review by the Standards Committee in the Autumn of 2015 which was agreed by Full Council in December 2015.
Part 5 C	Member/Officer Relationships	No changes proposed.
Part 5 D	Members' Planning Code of Practice	No changes proposed apart from one minor amendment in one of the paragraphs to ensure that the Monitoring Officer's discretion when to bring such a report is not compromised.
Part 5 E	Anti-Fraud and Corruption Policy and Procedure	This document is the subject of annual reviews and hence no changes are proposed as part of the current review.
Part 5 F	The Public Interest Disclosure Act 1998 'Whistle Blowing' - Confidential	This document is the subject of annual reviews and hence no changes are proposed as part of the current review.

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	Reporting Policy	
Part 5 G	Employees' Code of Conduct	This has been the subject of a separate review by the Personnel and Development Committee, which was agreed by Full Council in December 2015.
Part 5 H	Scheme for the Enrolment of Honorary Aldermen	No changes proposed.
Part 5 I	The Public Sector Equality Duty of the Equalities Act 2010	No changes proposed.
Part 6	Management Structure	No changes proposed – updated as and when there are changes to structure. This Part will also include the WDC Decision-making structure chart.