



Constitution - Document Control

Brief information about updates to each Part of the Constitution Autumn 2011 to July 2024

Key: *Italics: authority for change (since September 2017): C = Council, S&A = Standards and Audit Committee, L = Leader, U = other update, OC = other correction,*
CV-19 Supplement - temporary changes in response to coronavirus pandemic

Part	Date of Change (most recent first)	Version	Change <i>Key to right hand column Italics: authority for change (since September 2017): C = Council, S&A = Standards and Audit Committee, L = Leader, U = other update, OC = other correction</i>	Annual Review/ Update	By
Part 1	May 2023	26	Cabinet and Scrutiny Changes, general update		<i>C 15/05/23</i> <i>U 02/06/23</i> Gerard Rogers
	July 2021	24	Formatting review	Reviewed – updated	OC 15/07/21 Gerard Rogers
	December 2020	24	Change of Assistant Directors to Service Directors	Reviewed – updated	<i>U 01/12/20</i> <i>Gerard Rogers</i>
	November 2017	23	Change of Service Managers to Assistant Directors		<i>U November 17</i> Gerard Rogers
	November 2017	23	Simplified, updated and improved layout	Reviewed – updated	Gerard Rogers
	May 2017	19	Incorporate link to new Cabinet Member chart and photos		<i>OC May17</i> Gerard Rogers

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	September 2013	19	Delete reference to discontinued Community Forums and incorporate reference to Community Assemblies. Incorporate new Executive Member chart and photos		Gerard Rogers
	December 2012	18	New Standards arrangements		Gerard Rogers
	March 2012	17	New Scrutiny Committees and portfolios		Gerard Rogers
Part 2	February 2025	31	Amendment to Article 14 to incorporate the Procurement Act 2023		<i>S&A 26/02/25 Kelly Tuck</i>
	July 2024	30	Change to Head of Legal Services		<i>U 02/07/24 Gerard Rogers</i>
	February 2024	30	Amendments to provisions relating to Statements of Truth (Article 14.3.2)		<i>S&A 14/02/24 Gerard Rogers</i>
	February 2024	30	Correction of reference to number of councillors		<i>OC 07/02/24 Gerard Rogers</i>
	July 2023	30	Changes to permit electronic signature and sealing		<i>S&A 12/07/23 Gerard Rogers</i>
	May 2023	30	Changes to Overview and Scrutiny Committees		<i>C 15/05/23 Gerard Rogers</i>

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	December 2022	29	Correction: update of Head of Regulatory Law job title para 14.7		<i>OC 16/12/22 Gerard Rogers</i>
	April 2022	29	Article 15 – Monitoring Officer role in Constitution updates		<i>S&A 20/04/22 Gerard Rogers</i>
	September 2021	29	Changes from Directorate leadership restructure Formatting error review	Reviewed - updated	<i>C 21/07/21 Gerard Rogers</i>
	August 2021	29	Formatting and error review	Reviewed – updated	<i>OC 31/08/21 Gerard Rogers</i>
	December 2020	29	Change of Assistant Directors to Service Directors	Reviewed – updated	<i>U 01/12/20 Gerard Rogers</i>
	May 2020	CV-19	Article 14.7: Changes to sealing requirements (power of attorney)		<i>S&A 05/05/20</i>
	March 2020	CV-19	Article 14.7: Changes to sealing requirements (single signatory)		<i>S&A 19/03/20</i>
	October 2019	29	Correction of article 6.2 (Scrutiny)		<i>OC October 19 Gerard Rogers</i>
	July 2019	29	Change to committee membership numbers – Standards and Audit Committee		<i>C 13/05/19 Gerard Rogers</i>
	July 2018	29	Update of compensation limit delegated to officer (page 27)		<i>S&A 25/07/18</i>

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					Gerard Rogers
	July 2018	29	Chief Executive proper officer for Political Restrictions (page 183) – update as result of Localism Act 2011		Gerard Rogers
	July 2018	29	Simplified, updated and improved layout	Reviewed – updated	Gerard Rogers
	November 2017	28	Change of Service Managers to Assistant Directors		<i>U November 17</i> Gerard Rogers
	September 2017	27	Alternative arrangements for attestation of documents under seal. Clarification of Standards and Audit Committee power to call officers to committee		<i>S&A 20/09/17</i> Gerard Rogers
	November 2016	26	Modified arrangements for attestation of documents under seal		<i>C 12/10/16</i> Gerard Rogers
	February 2015	25	Insert Chief Finance Officer as person authorised under Statements of Truth (accidental omission)		Gerard Rogers
	December 2014	25	New senior management structure Delegation of many constitution amendments to Standards and Audit Committee		Gerard Rogers

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	December 2012	22	New Standards arrangements		Gerard Rogers
	February 2012	21	Revised Scrutiny Rules		Gerard Rogers
Part 3	July 2024	30	Change to Head of Legal Services		<i>U 02/07/24 Gerard Rogers</i>
	April 2024	44	Ability of Service Director – Housing to refer to Appeals and Regulatory Committee cases for review and decision pursuant to the Absolute Ground for Possession for Anti-social Behaviour (Review Procedure) (England) Regulations 2014		<i>17/04/24 S&A Gerard Rogers</i>
	February 2024	44	May 2023 portfolio realignment. Grant offer acceptance, police TEN objections, housing advisory body reports, community grants, miscellaneous minor HR updates		<i>L 15/05/23, 06/12/23S&A 14/02/24, OC, U Gerard Rogers</i>
	November 2022	43	Officer delegation for housing acquisitions in accordance with the Strategic Acquisitions and Right-of-First Refusal policy - HO095D (Cabinet October 2019 – Minute 0050 2019/20 – update previously omitted)		<i>Cab 22/11/19 C 18/12/19 Gerard Rogers</i>
	April 2022	43	Officer delegations for correction to plans / easements for authorised disposals (G375D), addition of relevant legislation to		<i>S&A 20/04/22 Gerard Rogers</i>

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			existing delegations (A270) and MO delegation for adding such legislation.		
	September 2021	43	Correcting reference to CPRs in G570D		<i>Gerard Rogers U 30/09/21</i>
	September 2021	43	Updates from: Directorate Leadership restructure property delegation changes		<i>C 21/07/21 S&A 28/07/21 Gerard Rogers</i>
	August 2021	42	Formatting and error review	Reviewed – updated	<i>OC 31/08/21 Gerard Rogers</i>
	April 2021	42	Amendment to G200D relating to sub-stations		<i>S&A 21/04/21</i>
	April 2021	42	Revised Cabinet portfolios		<i>L 01/04/21 Gerard Rogers</i>
	December 2020	41	Change of Assistant Directors to Service Directors and Format reviewed and tidied	Reviewed – updated	<i>U 01/12/20 Gerard Rogers</i>
	November 2020	40	<i>Skills and employability</i> moved to Deputy Leader portfolio and <i>Skills and employment support</i> removed from Cabinet Member Economic Growth)		<i>L 09/11/20 Gerard Rogers</i>

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	September 2020	CV-19	Business and Planning Act – Delegation for Additional Environmental Approval (for automatically extended planning permissions)		S&A 23/09/20
	July 2020	CV-19	Business and Planning Act – Delegations for pavement licensing and construction working hours		S&A 02/07/20
	March 2020	CV-19	Emergency delegations (Covid-19)		<i>S&A 19/03/20</i>
	September 2019	39	Correction of omission of delegation approved by S&A September 2017 - Authority to acquire and dispose of land		<i>OC 18/09/19</i> Gerard Rogers
	July 2019	39	Change to committee membership numbers – Appeals and Regulatory Committee and Licensing Committee		C 13/05/19 Gerard Rogers
	May 2019	39	Changes to portfolios		<i>U May 19</i> Gerard Rogers
	May 2019	38	Approval of Delegation Scheme under SO1.7 Council Annual Business Meeting		<i>C 13/05/19</i> Gerard Rogers

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	January 2019	38	Correction of old delegation references relating to NNDR reliefs		<i>OC January 19</i> Gerard Rogers
	October 2018	38	Update to animal welfare legislation (A270), removal of superseded reference to contract procedures (G490L deleted)		<i>U, OC October 18</i> Gerard Rogers
	April 2018	38	Delegations for Permissions in Principle and Technical Details Consent		<i>S&A 04/04/18</i>
	March 2018	37	Private Sector Housing updates		<i>U, OC March 18</i> Gerard Rogers
	January 2018	36	Addition of Corporate Enforcement (as approved by Leader) to portfolio of, and amending delegation on appointments to outside bodies to reflect historic practice to, Cabinet Member – Governance. Updating delegations on Revenues and Benefits to reflect current officer structure (Director of Finance and Resources)		<i>U, OC January 18</i> <i>S&A 07/02/18</i> Gerard Rogers
	December 2017	35	Change of Service Managers to Assistant Directors		<i>U December 17</i> Gerard Rogers
	November 2017	34	Revisions to planning delegations		<i>S&A 22/11/17</i> Gerard Rogers
	September 2017	33	Authority to acquire and dispose of land		<i>S&A 20/09/17</i>

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					Gerard Rogers
	July 2017	32	Correcting error in TC&VE parking delegation		Gerard Rogers
	June 2017	31	Removing duplicate delegations in Governance portfolio		Gerard Rogers
	June 2017	31	Updating E&G committee member number and exec member - 2015 change not previously incorporated		Gerard Rogers
	May 2017	31	Changes to portfolios		Gerard Rogers
	March 2017	30	Correcting delegation omission for Cabinet Member Economic Growth (EG0000) and adding investigatory powers to Governance portfolio		Gerard Rogers
	December 2016	29	Revised Portfolios		Gerard Rogers
	November 2016	28	New financial delegations, GP:GS delegations, and delegations for 5 year short term tenancies		<i>C 12/10/16</i> Gerard Rogers
	October 2016	27	Revisions to reflect new Corporate Management Team structure		Gerard Rogers

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	September 2015	25	Corrections to Portfolios and delegation renumbering		Gerard Rogers
	July 2015	25	Revised Portfolios and Service Managers		Gerard Rogers
	04 September 2013	24	Removal of delegations to discontinued Community Forums and incorporation of references to Community Assemblies. Correction of P140D delegations and updating reference to relevant planning staff in line with structure reviews		Gerard Rogers
	31 July 2013	23	Routine and approved updates to 31 July 2013. Correction of delegation to incorrect Head of Service page 158		Gerard Rogers
	11 October 2012	22	Delegations approved by Full Council (to 10/10/12) Correction of incorrect reference to prejudicial interest on page 13 (10/01/13)		Gerard Rogers
	20 March 2012	21	Health Inequalities delegations moved to correct portfolio (Leisure, Culture and Tourism from Customers and Communities)		Gerard Rogers
	Autumn 2011		New political structure, portfolios and senior officer structure, changes resulting from Corporate Services Contract		Gerard Rogers

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Part 4	February 2025	31	Amended Contract Procedure Rules to incorporate the Procurement Act 2023		S&A 26/02/25 Kelly Tuck
	July 2024		Change to Head of Legal Services		U 02/07/24 Gerard Rogers
	January 2024		Amendment of contract thresholds under The Public Procurement (Agreement on Government Procurement) (Thresholds) (Amendment) Regulations 2023 will come into force on 1 January 2024		U 20/12/23 Gerard Rogers
	December 2023		Contract Procedure Rules - Reference to grant acceptance delegations in Part 3		S&A 06/12/23 Gerard Rogers
	July 2023		Change to contract document and signatory value threshold		S&A 12/07/23 Gerard Rogers
	May 2023		Cabinet and Overview and Scrutiny Committee Changes		C 15/05/23 Gerard Rogers
	March 2022		Various updates to Contract Procedure Rules not uploaded previously plus new EU thresholds		S&A 28/07/21 OC 08/03/22 Gerard Rogers
	August 2021		Correcting wrong paragraph reference in Waivers Para 3.1		OC 02/08/21 Gerard Rogers

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	July 2021		Changing "he/she" to "they"	Reviewed – updated	OC 15/07/21 Gerard Rogers
	June 2021		Various formatting corrections, removal of references to Arvato	Reviewed – updated	U 30/06/21 Gerard Rogers
	April 2021		Amendment to contract signatories		S&A 21/04/21
	December 2020		Change of Assistant Directors to Service Directors	Reviewed – updated	U 01/12/20 Gerard Rogers
	May 2020	CV-19	Standing Order 37 - remote meetings		S&A 05/05/20
	May 2020	CV-19	Procedures for extreme urgency procurement		S&A 05/05/20
	October 2019	29	Correction of typos and job title of Internal Audit Manager and HR Manager		OC October 19 Gerard Rogers
	January 2019	29	Correction to numbering within SO23.8 and correction to Cabinet Member (from Executive Member) throughout		OC January 19 Gerard Rogers
	July 2018	29	Update of delegated financial thresholds		S&A 25/07/18 Gerard Rogers

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	December 2017	28	Change of Service Managers to Assistant Directors		<i>U December 17</i> Gerard Rogers
	September 2017	27	Amended Financial Procedures (Internal Audit)		<i>S&A 20/09/17</i> Gerard Rogers
	November 2016	26	New Financial Procedures		<i>C 12/10/16</i> Gerard Rogers
	July 2016		Corrections to Contract Procedure Rules		Gerard Rogers
	December 2014		Changes to Standing Orders Changes to Contract Procedure Rules Changes to Senior Management Team		Gerard Rogers
	July 2013		Executive Arrangements 2012 and minor corrections relating to Scrutiny		Gerard Rogers
	December 2012	19	New Standards arrangements		Gerard Rogers
	February 2012	18	New Scrutiny Procedure Rules		Gerard Rogers
Part 5	July 2024		Change to Head of Legal Services		<i>U 02/07/24</i>

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					Gerard Rogers
	April 2022		Employee Code 2020 upload		U April 2022 Gerard Rogers
	December 2017	22	Change to Assistant Directors		U December 17 Gerard Rogers
	November 2017	21	General updates	Reviewed and updated	Gerard Rogers
	September 2013	20	Community Assemblies and removal of reference to government proposals for a statutory Employee Code		Gerard Rogers
	December 2012	19	New Standards arrangements		Gerard Rogers
Part 6	April 2025	31	Amended Members Allowance Scheme from 01/04/25		C 13/12/23 Kelly Tuck
	April 2024	26	Amended Members Allowance Scheme from 01/04/24		C 13/12/23 Gerard Rogers
	December 2023	25	Reference to mobile phones included		C 13/12/23 Gerard Rogers
	August and November 2023	25	Updates to legislation and figures not previously captured		Gerard Rogers

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	July 2021	25	Formatting review	Reviewed – updated	OC 15/07/21 Gerard Rogers
	March 2021	25	Updates to member allowance scheme from IRP review 2019		Gerard Rogers
	September 2017			Reviewed – currently up to date	Gerard Rogers
	January 2017	24	Updates to member allowance scheme from 01/04/16		Gerard Rogers
	April 2015	23	Removal of reference to Deputy Mayor Allowance		Gerard Rogers
	October 2013	19	Updated member allowance scheme		Sharon Goldthorpe
	January 2012	18	Updated member allowance scheme		Sharon Goldthorpe
Part 7	July 2024	n/a	Change to Head of Legal Services		<i>U 02/07/24 Gerard Rogers</i>
	April 2024	n/a	More information about statutory officers		<i>U 16/04/24 Gerard Rogers</i>
	September 2021	n/a	Updates from Directorate Leadership restructure		<i>C 21/07/21 Gerard Rogers</i>
	March 2021	n/a	Updates to Senior Leadership Team		<i>U 29/03/21</i>

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					<i>Gerard Rogers</i>
	December 2020	n/a	Change of Assistant Directors to Service Directors	Reviewed and updated	<i>U 01/12/20 Gerard Rogers</i>
	October 2020	n/a	Updated CMT (added interim/acting posts)		<i>U October 2020 Gerard Rogers</i>
	August 2019	n/a	Change to CMT (removal of Kevin Hanlon, post currently vacant)		<i>U August 2019 Gerard Rogers</i>
	April 2019	n/a	Change to CMT (addition of Liz Cook Waller as Assistant Director – Housing), SLT (addition of Christine Durrant (as of 01/07/19) and Ade McCormick (as of 03/06/19), Communication and Marketing Manager – Rebecca Skinner		<i>U April 2019 Gerard Rogers</i>
	April 2018	n/a	Change to CMT (addition of Ian Waller as Assistant Director – Health and Wellbeing) (as of 3 rd April 2018)		<i>U April 2018 Gerard Rogers</i>
	November 2017	n/a	Change of Service Managers to Assistant Directors		<i>U November 17 Gerard Rogers</i>
	September 2017	n/a		Reviewed – currently up to date	Gerard Rogers
	May 2017	n/a	Changes to CMT		Gerard Rogers

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	December 2016	n/a	Changes to CMT		Gerard Rogers
	July 2016	n/a	Changes to CMT		Gerard Rogers
	July 2015	n/a	Changes to CMT		Gerard Rogers
	January 2015	n/a	New Senior Leadership Team and Corporate Management Team		Gerard Rogers
Part 8	September 2017			Reviewed – repaired broken link to outside appointments	<i>OC Sept 2017</i> Gerard Rogers
	November 2012	n/a	Linked member details to webpages		Gerard Rogers
All Parts	May 2024		Delegation Scheme approved. Whole Constitution confirmed		C 24/04/24 Gerard Rogers
	May 2023		Delegation Scheme approved. Whole Constitution confirmed		C 15/05/23 Gerard Rogers
	April 2022		Delegation Scheme approved. Whole Constitution confirmed		C 27/04/22 Gerard Rogers
	April 2021		Delegation Scheme approved. Whole Constitution confirmed		C 28/04/21

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					Gerard Rogers
	October 2020		Delegation Scheme approved. Whole Constitution confirmed		C 21/10/20 Gerard Rogers
	May 2019		Delegation Scheme approved. Whole Constitution confirmed		C 13/05/19 Gerard Rogers
	October 2018		Whole Constitution confirmed		C 10/10/18
	July 2018		Whole Constitution confirmed		S&A 07/07/18
	February 2018		Whole Constitution confirmed		S&A 07/02/18