

UPDATE TO THE CONSTITUTION

Head of Service:	Jackie King, Chief Executive
Report Author	Piero Ionta
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Updates to Appendix 2.1 of the current Constitution Appendix 2 – Draft EEBC Schedule of Referral - Freedom of the Borough Protocol

Summary

The following report proposes an update to the Council's Scheme of Delegation, for adoption at Full Council in February 2026.

Recommendation (s)

The Committee is asked to:

- (1) Recommend to Full Council to approve and adopt the updates to the Council's Constitution, as set out within Appendix 1 & 2 to this report**

1 Reason for Recommendation

- 1.1 To update the Council's Scheme of Delegation for Officers so as to ensure that the officer roles identified within Appendix 1 are empowered to conduct their daily work with any necessary delegated authority.
- 1.2 This is a report brought to this Committee on an annual basis.
- 1.3 A draft Protocol to implement a process for the nomination and appointment of Freemen to the Borough is also proposed, as set out in Appendix 2.

2 Background

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- 2.1 As part of the annual review of the Council's Constitution, Corporate Leadership Team (CLT) have provided a list of proposed updates to the Live Register of Delegations contained within Appendix 2.1 so as to ensure that their officers are empowered to conduct their daily work with any necessary delegated authority which in turn should reduce the number of reports and urgent decisions brought to various Committees for operational decision making.
- 2.2 An updated version of Appendix 2.1 is attached to this report – Appendix 1 - any changes or new provisions are included in red text.
- 2.3 Further to this, a draft protocol is proposed for adoption – by way of addition to the Council's Constitution as Annex 2-6 - that would set out a formal process for the nomination of and approval of the honorary title of Freeman or Freewoman of the Borough.
- 2.4 Section 249 of the [Local Government Act 1972](#) sets out that the Council can confer the title of honorary alderman or alderwoman on former councillors "who have, in the opinion of the council, rendered eminent services to the council". The title of honorary alderman or alderwoman can not be conferred on currently serving Councillors.
- 2.5 The title of honorary freeman or freewoman can be conferred upon persons of distinction who have rendered eminent services to the borough.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

- 3.1.1 None of the proposed changes are believed to trigger the requirement for an Equality Impact Assessment; any impacts are believed to be minimal and positive in nature.

3.2 Crime & Disorder

- 3.2.1 None arising from the contents of this report

3.3 Safeguarding

- 3.3.1 None arising from the contents of this report

3.4 Dependencies

- 3.4.1 The council's constitution is its primary governance document. Therefore, much of the council's business and operations depends on its contents

3.5 Other

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3.5.1 None.

4 Financial Implications

4.1 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 **Legal Officer's comments:** Any relevant comments are contained within the body of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council

6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

6.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.

6.5 **Partnerships:** Not applicable.

6.6 **Local Government Reorganisation Implications:** None arising from the contents of this report

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None