

UPDATE TO THE CONSTITUTION

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Dan Clackson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Proposed updates to Appendix 2.1 of the Constitution

Summary

The following report proposes for adoption updates to the Council's Scheme of Delegation and Live Register of Officer Delegations, as recommended by the Standards and Constitution Committee at its 15 January 2025 meeting.

Recommendation (s)

The Council is asked to:

- (1) Approve and adopt the updates to the Constitution as set out at paragraph 3.1.1 and Appendix 1 of this report.**

1 Reason for Recommendation

- 1.1 To update the Council's Live Register of Delegations 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 To update Appendix 2 of the Council's Constitution in line with the proposed management action arising from the Decision Making and Accountability 2024/25 Internal Audit Report.

2 Background

- 2.1 Following the 2025/26 annual review of the Council's Constitution, the Standards and Constitution Committee, at its 15 January 2025 meeting, received a report proposing updates to Appendices 2 and 2.1 of the Constitution:
- 2.2 The Proposed update to Appendix 2 (Scheme of Delegation):

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- 2.2.1 Further to the Decision Making and Accountability 2024/25 Internal Audit Report, the progress of which was noted before Audit and Scrutiny Committee at its meeting on 13 November 2025, there was a proposed management action, which has been set out at paragraph 3.1.1 below.
- 2.3 The Proposed update to Appendix 2.1 (Live Register of Officer Delegations):
 - 2.3.1 As part of the annual review, Corporate Leadership Team provided a list of proposed updates to the Live Register of Officer Delegations, 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. The proposed updates can be seen at Appendix 1 to this report.

3 Proposal

- 3.1 In line with the recommendation made by the Standards and Constitution Committee at its 15 January 2025 meeting, the Council is now asked to:
 - 3.1.1 Rework Appendix 2, paragraph 4.1 (i) of the Constitution, as follows: *“A report should be presented annually to the Audit & Scrutiny Committee setting out urgent decisions taken by officers under delegated powers in the previous year.”*
 - 3.1.2 Approve and adopt the updates to Appendix 2.1 of the Constitution, as set out within Appendix 1 to this report.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

- 4.1.1 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.

4.2 Crime & Disorder

- 4.2.1 None arising from the contents of this report.

4.3 Safeguarding

- 4.3.1 None arising from the contents of this report.

4.4 Dependencies

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4.4.1 The Council's Constitution is its primary governance document. Therefore, much of the council's business and operations depends on its contents

4.5 Other

4.5.1 None.

5 Financial Implications

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

6 Legal Implications

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

7 Policies, Plans & Partnerships

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

- Effective Council

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

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

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

7.5 **Partnerships:** Not applicable.

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

8 Background papers

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

Previous reports:

- [Standards and Constitution Committee - Thursday, 15th January, 2026 7.30 pm](#)

Other papers:

- [Appendix 2 of the current Constitution – Scheme of Delegation](#)

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- [Appendix 2.1 of the current Constitution – Live Register of Delegations](#)