

Part	Summary of main amendment made	Status
Part 1 - Introduction	<p>Main amendments as follows:</p> <ul style="list-style-type: none"> To reflect new election cycle and ward boundaries. Amended to confirm MO is responsible for training members, as opposed to A&CG Committee. Amended to reflect single O&S Committee. Removed reference to CAB as there are other sources of legal support and advice. 	Housekeeping changes made. Approved at Council in May 2023.
Part 2 - Articles		
Article 1 – The Constitution	<p>No change required.</p> <p>Confirms this document is the definitive set of rules on how council decisions are made.</p>	No changes required.
Article 2 – Members of the Council	<p>Main amendments made:</p> <ul style="list-style-type: none"> updated to reflect change to election cycle. members’ attendance – removed reference to maternity, parental leave, as this should be dealt with as a dispensation if the intention is to remove requirement for attendance in 6 months. 	Housekeeping changes made. Approved at Council in May 2023.
Article 3 – Citizens and the Council	No change required.	No changes required.
Article 4 – The Full Council	<p>Main amendments made:</p> <ul style="list-style-type: none"> Updated Policy Framework list to reflect legislation changes Inclusion of further plans which legislation or the Council deem should be reserved to Full Council Included definition of Budgetary Framework 	Housekeeping changes made to reflect current legislation. Approved at Council in May 2023.
Article 5 – The Mayor	Amended heading to The Mayor as wider than just chairing the council.	Housekeeping changes. Approved at Council in May 2023.
Article 6 – Overview and Scrutiny	Amendments to reflect new structure.	Amendments to structure of scrutiny to reflect review and ensure work links to corporate improvement.

		Approved at Council in May 2023.
Article 7 – The Executive	Minor amendment to remove reference to election at annual council, as council can resolve to elect a new leader at any council meeting.	Minor housekeeping change. Approved at Council in May 2023.
Article 8 – Regulatory and other committees	Removed reference to paragraphs in O&S applying to all other committees and cabinet, due to O&S rules having been amended.	Housekeeping changes. Approved at Council in May 2023.
Article 9 – Audit and Corporate Governance Committee	Amended to reflect CIPFA guidance.	Amended in 2021 – no further changes required.
Article 9A – Standards Committee	Minor amendments.	Added in 2021. Minor housekeeping changes. Approved at Council in May 2023.
Article 10 - Champions	No changes required.	No changes required.
Article 11 – Joint Arrangements	Remove reference to wellbeing powers as general power of competence is wider than this and there are other powers to support joint arrangements.	Housekeeping changes to reflect law. Approved at Council in May 2023.
Article 12 – Officer roles and statutory chief officer functions	The Article needs to reflect the chief officer structure and this requires confirmation as to reporting lines to the Chief Executive and should be reviewed by the new Chief Executive.	Previously amended in May 2021, May and September 2023.
Article 13 – Decision-making		Amended in 2021 and 2022 – no further changes required.
Article 14 – Finance, Contracts and Legal Matters	Main amendments: <ul style="list-style-type: none"> Add in Monitoring Officer for institution of legal proceedings, authentication of documents and affixing common seal. 	Minor housekeeping changes. Approved at Council in May 2023.
Article 15 – Review and Revision of the Constitution	Main amendment: <ul style="list-style-type: none"> Permit housekeeping changes to be made by MO and reported to Council and to require annual review of Constitution. 	Housekeeping changes. Approved at Council in May 2023.
Article 16 – Suspension Interpretation and Publication of the Constitution	No changes required.	No changes required.
Article 17 – Petitions Scheme	Main amendment: <ul style="list-style-type: none"> Removed data protection act requirements as not compliance with 	Housekeeping changes to reflect law. Approved at Council in May 2023.

	<p>law. Replace with reference to published privacy notices.</p> <ul style="list-style-type: none"> Remove reference to publishing material in pre-election period, as this should be considered having regard to relevant Code, which applies at all times. 	
Sch 1 – Description of executive arrangements	No changes required.	No changes required.
Part 3 – Responsibility for Functions		
3.1 Responsibility for Functions and Scheme of Delegation	<p>Minor amendments proposed:</p> <ul style="list-style-type: none"> Remove reference to Employment and Appeals Committee and Appeals Sub-Committee as the appeals functions no longer sit at member level. The Employment Committee is not a quasi-legal body. 	To be approved May 2024.
3.2 Committee Structure	Amended by Democratic Services to show correct committee structure.	May 2023
3.3 Responsibility for Local Choice Functions	Reviewed and amended in 2021/22.	Amended in November 2021.
3.4 Responsibility for Council Functions	<p>Main amendments:</p> <ul style="list-style-type: none"> Council functions - Re-drafting of council functions to reflect current legislation, the articles of the constitution and new approved financial procedure rules. Planning Committee – updated terms of reference and public participation rules. Licensing Committee – redrafted to refer to broad functions and power to determine functions that do not sit with another committee. Employment Committee – removed appeal functions from Employment and Appeals Committee as no longer compliant with law or Council policy. Clarified functions of each of the “staffing” committees to comply with statutory governance officer and chief officer employment rules. Appointments Committee is a full 	Approved at Council in May 2023. Planning Committee terms of reference approved September 2023.

	committee and not a sub-committee of Employment Committee.	
3.5 Responsibility for Executive Functions	Amended in 2021 and 2022.	No change required.
3.6 Scheme of Delegation to Officers	This will be reviewed once the new Chief Executive has reviewed chief officer structure.	Approved at Council in April 2024.
3.7 Cabinet Portfolios	Amended to reflect new structure of cabinet.	December 2023.
3.8 Appeals Panels and Other Bodies	<p>Main amendments:</p> <ul style="list-style-type: none"> • Significant re-drafting to comply with legislative requirements and Government guidance. • SACRE – amended to comply with legislative requirements on membership and voting and to reference correct legislation. • Corporate parenting panel – redrafted to reflect corporate parenting principles in Children and Social Work Act 2017 and to pick up on learning from the corporate parenting panel review. This includes ensuring the panel is more open and transparent even when meetings are not held in public. • Local Access Forum – further consideration to be given to whether this can be a joint committee across Berkshire. This will be reported back to a future Council meeting if a change is to be proposed. 	<p>Housekeeping changes to reflect law, guidance and review of corporate parenting panel. May 2023.</p> <p>SACRE and corporate parenting panel ToR approved in July 2023.</p>
Part 4 – Procedure Rules		
4.1 Council Procedure Rules	To be reviewed in 2024/25 by new Monitoring Officer.	Minor changes approved in July 2023.
4.2 Access to Information Procedure Rules	<p>Main amendments:</p> <ul style="list-style-type: none"> • Housekeeping changes to reflect changes in law and principal office and to reflect that certain rules apply to officer and single member decisions. • Distinguished between key decisions made by officers and significant officer decisions. Significant officer decision rules moved to Officer Scheme of Delegation. 	Approved at Council in May 2023.
4.3 Budget and Policy Framework Procedure Rules	To be reviewed in 2024/25 by new Monitoring Officer.	To be reviewed in 2024/25.
4.4 Executive Procedure Rules	Major review in 2022.	Approved July 2022.

4.5 Overview and Scrutiny Procedure Rules	Amendments made to reflect new scrutiny structure.	Approved at Council in May 2023.
4.6 Financial Procedure Rules	Major review in 2022.	Amended in 2022
4.6a Contract Procedure Rules	Amendments made in 2021, 2022 and early 2024. It is proposed that amendments will be made to reflect new procurement legislation and these will be approved in July 2024.	Proposed to bring back to July 2024 Council for approval.
4.7 Officer Employment Procedure Rules	Significant re-drafting to reflect legislative requirements and to deal with directly employing Director of Public Health.	Approved at Council in May 2023. Further changes made following restructure in September 2023.
Part 5 – Ethical Framework		
5.1 Code of Conduct for Members	Model Code adopted in 2021	No changes required.
5.2 Code of Conduct for Members in relation to Planning Matters	Amended to reflect best practice and following review of Planning Committee ToR.	Approved in September 2023.
5.3 Local code of conduct for employees	Proposed amendments include: <ul style="list-style-type: none"> • Change to code of conduct for officers, as opposed to just employees • Reference to use of social media • Reference to standards of behaviour and dress • Housekeeping changes to simplify language and provide examples, including duty to report breaches by other staff. 	To be approved May 2024.
5.4 Member officer relations code	Reviewed and amended to reflect best practice, including re-drafting access to information rights.	Approved January 2024.
5.5 Whistleblowing code	Reviewed and amended in 2022. Reviewed by Standards Committee in March 2024 and no changes required.	Approved in 2022.
5.6 Monitoring Officer Protocol	To be reviewed in 2024/25 by new Monitoring Officer, including taking into account LGA guidance on “golden triangle”.	To be reviewed in 2024/25
5.7 Anti Fraud Corruption	To be reviewed in 2024/25 by new finance director.	To be reviewed in 2024/25.

Strategy and Policy		
5.7.1 Anti Fraud Response Plan	To be reviewed in 2024/25 by new finance director.	To be reviewed in 2024/25.
5.7.3 Donation and sponsorship acceptance policy	To be reviewed in 2024/25 by Monitoring Officer.	To be reviewed in 2024/25
5.8 Joint protocol of external auditors views.	To be reviewed in 2024/25 by new finance director.	To be reviewed in 2024/25
5.9 Policy Statement on Corporate Governance	Reviewed and amended in 2021 to reflect CIPFA/SOLACE guidance. Updated in 2024 to change it to a Code of Corporate Governance and to include positive commitments for officers and members on corporate governance reflecting the principles in the CIPFA/SOLACE framework.	To be approved May 2024
5.10 Guidance on housing and council tax benefits work	Propose to remove – it appears this is an old document from 1999 and it is significantly out of date. It is unclear what benefit the guidance adds to what is already in the Member Officer Relations Protocol and Code of Conduct for Members.	Propose it is removed by decision of Council in May 2024.