

CONSTITUTION REVISIONS

NO.	APPROVED BY	DATE APPROVED	VERSION	PART	CHANGE	REASON
1				All	Minor changes to correct grammar (e.g. the addition of the definite article), numbering or typographical errors and due to the nature of the change have been made and not specifically recorded in this spreadsheet	Factual change
2				All	Minor changes to correct grammar (e.g. the addition of the definite article), numbering or typographical errors and due to the nature of the change have been made and not specifically recorded in this spreadsheet	Factual change
430				4.2 (Index)	In entry number 18 add the word "Urgency"	Factual change - reflects fact that this rule relates to urgency but needs to be distinguished from special urgency
431				4.2 (Index)	In entry number 19 add the word "Urgency"	Factual change - reflects fact that this rule relates to urgency but needs to be distinguished from the general exception
432				4.2 (Rule 7.1)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
433				4.2 (Rule 8.1)	Number paragraphs a through to d	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
434				4.2 (Rule 9.1)	Number paragraphs a and b	Factual change - for consistency to reflect the numbering of paragraphs elsewhere in these Procedure Rules
435				4.2 (Rule 9.1)	Addition of words "adviser or" between the words "political" and "assistant"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
436				4.2 (Rule 11.1)	Addition of the words "or those part or parts of meetings" between the words "meetings" and "whenever"	Factual change - reflects the fact that it may only be a part or parts of meetings as opposed to the entire meeting when the public are excluded

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437				4.2 (Rule 11.1)	Addition of the words "(as defined in Rule 11.4 below)" between the words "information" and "would"	Factual change - link to the definition
438				4.2 (Rule 11.1)	At the end of the paragraph addition of the words "in breach of the obligation of confidence"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
439				4.2 (Rule 11.2)	Addition of the words "or those part or parts of meetings" between the words "meetings" and "whenever"	Factual change - reflects the fact that it may only be a part or parts of meetings as opposed to the entire meeting when the public are excluded
440				4.2 (Rule 11.2)	Addition of the words "(as defined in Rule 11.5 below)" between the words "information" and "would"	Factual change - link to the definition
441				4.2 (Rule 11.4)	Deletion of the words "which cannot be publicly disclosed by Court Order" and replace with the words "the disclosure of which to the public is prohibited by or under any enactment or by the order of a court"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
442				4.2 (Rule 11.5)	Replace the words "means information falling within the following categories" and replace with the words "is those for the time being specified in Part I of Schedule 12A to the Local Government Act 1972, namely"	Factual change - reference to Schedule 12A of the Local Government Act 1972 which specifies the categories
443				4.2 (Rule 11.6)	The addition of the word "above" between the words "Rule 11.5" and "are"	Factual change - tidying up change
444				4.2 (Rule 12.1)	Addition of the words "or those part or parts of the meeting" between the words "the meeting" and "is likely"	Factual change - reflects the fact that it may only be a part or parts of meetings as opposed to the entire meeting when the public are excluded
445				4.2 (Rule 12.1)	At the end of the paragraph addition of the words "(see Rule 11.5 above for the categories)"	Factual change - link to the definition

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446				4.2 (Rule 13.1)	Add the word "urgency" before the words "general exception" and "special urgency"	Factual change - reflects fact that both rules relates to urgency but still need to be distinguished from each other
447				4.2 (Rule 13.2)	Add the word "urgency" before the words "general exception" and "special urgency"	Factual change - reflects fact that both rules relates to urgency but still need to be distinguished from each other
448				4.2 (Rule 14.1)	Add the word "urgency" before the words "general exception" and "special urgency"	Factual change - reflects fact that both rules relates to urgency but still need to be distinguished from each other
449				4.2 (Rule 14.1)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
450				4.2 (Rule 14.1(a))	Addition of the words "at both the offices of the Council and on the Council's website"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
451				4.2 (Rule 16.1)	Number paragraphs a through to h	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
452				4.2 (Rule 16.1(a))	Add new paragraph (a): "that a key decision is to be made on behalf of the relevant local authority"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
453				4.2 (Rule 16.1)	Deletion of: 16.1.4 the identity of the principal groups or organisations whom the decision maker proposes to consult before making the decision; 16.1.5 the means by which any such consultation is proposed to be undertaken; 16.1.6 the steps which may be taken by any person who wishes to make representations to the decision maker about the matter in respect of which the decision is to be made and the date by which those steps are to be taken; and	Legislative change - pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 this information is not required to be added to key decision notices

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454				4.2 (Rule 16.1(f))	Add new paragraph (f): "that a key decision is to be made on behalf of the relevant local authority"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
455				4.2 (Rule 16.1(g))	Add new paragraph (g): "that other documents relevant to those matters may be submitted to the decision maker; and"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
456				4.2 (Rule 16.1(h))	Add new paragraph (h): "the procedure for requesting details of those documents (if any) as they become available"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
457				4.2 (Rule 16.2)	The deletion of the words "The particulars referred to in paragraph 16.1 above need not contain any advice of a political assistant" and replace with "Where, in relation to any matter- (a) the public may be excluded under Rule 21.2 below from the meeting at which the matter is to be discussed; or (b) documents relating to the decision need not, because of Rule 17, be disclosed to the public, then the document referred to in 16.1 must contain particulars of the matter but may not contain any confidential, exempt information or particulars of the advice of a political adviser or assistant.	Legislative change - more accurately reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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458				4.2 (Rule 17.1)	The deletion of the words "Exempt information need not be included in any notice of a Key Decision and confidential information cannot be included" and replace with "Nothing in these Rules (or the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ("the 2012 Regulations")) is to be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence"	Legislative change - more accurately reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
459				4.2 (Rule 17.2)	Addition of new Rule 17.2: "Nothing in these Rules or the 2012 Regulations- (a) authorises or requires the Council to disclose to the public or make available for public inspection any document or part of document if, in the opinion of the Monitoring Officer, that document or part of a document contains or may contain confidential information; or (b) requires the Council to disclose to the public or make available for public inspection any document or part of document if, in the opinion of the proper officer, that document or part of a document contains or is likely to contain exempt information or the advice of a political adviser or assistant."	Legislative change - more accurately reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
460				4.2 (Rule 18)	Change heading from "General Exception" to "Urgency - General Exception"	Factual change - reflects fact that this is technically a rule relating to urgency but needs to be distinguished from special urgency
461				4.2 (Rule 18.1)	Add the word "urgency" before the words "special urgency"	Factual change - reflects fact that both rules relates to urgency but still need to be distinguished from each other

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462				4.2 (Rule 18.1)	Number paragraphs a through to d	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
463				4.2 (Rule 19.1)	Change heading from "Special Urgency" to "Urgency - Special Urgency"	Factual change - reflects fact that this is a rule relating to urgency but needs to be distinguished from general exception which is also about urgency
464				4.2 (Rule 19.1)	Add the word "urgency" before the words "general exception"	Factual change - reflects fact that both rules relates to urgency but still need to be distinguished from each other
465				4.2 (Rule 19.1)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
466				4.2 (Rule 19.2)	Delete the words "a quarterly" and replace with the words "an annual" and delete the words "three months and replace with the word "year"	Factual change - reflects that the Urgency - Special Urgency rule is used infrequently and therefore reporting every three (3) months will frequently result in a nil report
467				4.2 (Rule 20.1)	Number paragraphs a through to e	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
468				4.2 (Rule 20.1(b))	Add the word "urgency" before the words "general exception"	Factual change - reflects fact that both rules relates to urgency but still need to be distinguished from each other
469				4.2 (Rule 20.1(b))	Addition of the words "(see Rule 18)" between the words "procedure" and "or"	Factual change - link to appropriate rule
470				4.2 (Rule 20.2)	Number paragraphs a and b	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
471				4.2 (Rule 21.10)	Addition of the word "meeting" between the words "private" and "of"	Factual change - addition of missing word
472				4.2 (Rule 22.1)	Number paragraphs a through to e	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution

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473				4.2 (Rule 22.1(a))	Addition of the words "including the date it was made"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
474				4.2 (Rule 22.1(c))	Delete the words "when it made the decision" and replace with the words "at which the decision was made"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
475				4.2 (Rule 22.1(d))	Addition of the words "relating to the matter which is" between the words "interest" and "declared"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
476				4.2 (Rule 22.1(e))	Delete the words "a note of any relevant dispensation granted in relation to participation in the decision by a Member with a Disclosable Pecuniary Interest" and replace with the words "in respect of any declared conflict of interest, a note of dispensation granted by the Head of Paid Service"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
477				4.2 (Rule 22.6)	(Formerly 22.2.4) - Reword so that it reads "Individual decisions by Members of the Executive can only be taken in the presence of an officer"	Factual change - reflects the fact that, in practice, decisions are not taken before the listed officers
478				4.2 (Rule 22.8)	Number paragraphs a through to e	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
479				4.2 (Rule 22.8(a))	Addition of the words "including the date it was made"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
480				4.2 (Rule 22.8(c))	Delete the words "s/he made" and replace with the words "making"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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481				4.2 (Rule 22.8(d))	Delete the words "in relation" and replace with the words "which relates"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
482				4.2 (Rule 22.8(e))	Delete the words "a note of any relevant dispensation granted in relation to participation in the decision by a Member with a Disclosable Pecuniary Interest" and replace with the words "in respect of any declared conflict of interest, a note of dispensation granted by the Head of Paid Service"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
483				4.2 (Rule 22.10)	Addition of the words "or the advice of a political adviser or assistant"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
484				4.2 (Rule 23.5)	Number paragraphs a through to e	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
485				4.2 (Rule 23.5(a))	Addition of the words "including the date it was made"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
486				4.2 (Rule 23.5(c))	Delete the words "s/he made" and replace with the words "making"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
487				4.2 (Rule 23.5(d))	Delete the words "in relation" and replace with the words "which relates"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012



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488				4.2 (Rule 23.5(e))	Delete the words "a note of any relevant dispensation granted in relation to participation in the decision by a Member with a Disclosable Pecuniary Interest" and replace with the words "in respect of any declared conflict of interest, a note of dispensation granted by the Head of Paid Service"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
489				4.2 (Rule 23.6)	Delete the words "decisions of the Executive and" and replace with the word "executive"	Factual change - reflects the fact that this Rule is in relation to officer decisions only
490				4.2 (Rule 23.7)	Addition of the words "or the advice of a political adviser or assistant"	Legislative change - reflects the wording in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
491				4.2 (Rule 23.8)	New Rule 23.8: "Rule 23 must be read in conjunction with the Recording of Officers' Decisions Procedure Rules at Part 4.10 of this Constitution"	Factual change - reflects the fact that there will be separate procedure rules for Recording of Officers' Decisions
492				4.2 (Rule 24.1)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
493				4.2 (Rule 24.2)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
494				4.2 (Rule 25.1)	Number paragraph a	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
495				4.2 (Rule 25.2)	Number paragraphs a and b	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
496				4.3 (Rule 2.1)	Number paragraphs a through to r	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution

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497				4.3 (Rule 2.1(g))	Insert the words "if the Mayor accepts the proposed change then it can be agreed at the relevant Council meeting otherwise Council" between the words "strategy and "must"	Factual change - reflects the fact that the Mayor can agree the proposed change
498				4.3 (Rule 2.1(g))	Delete the words "give to her/him instructions requiring" and replace with the word "require"	Factual change - less adversarial
499				4.3 (Rule 2.1(h))	Delete the words "gives instructions" and replace with "requires reconsideration"	Factual change - less adversarial
500				4.3 (Rule 2.1(h))	Delete the words "Mayor receives the instructions on behalf of the Executive" and replace with "requirement is made"	Factual change - less adversarial
501				4.3 (Rule 2.1(m))	Insert the words "if the Mayor accepts the proposed change then it can be agreed at the relevant Council meeting otherwise Council" between the words "amounts and" and "must"	Factual change - reflects the fact that the Mayor can agree the proposed change
502				4.3 (Rule 2.1(m))	Delete the words "give her/him instructions requiring" and insert the word "require"	Factual change - less adversarial
503				4.3 (Rule 2.1(n))	Delete the words "gives instructions" and replace with "requires reconsideration"	Factual change - less adversarial
504				4.3 (Rule 2.1(n))	Delete the words "Mayor receives the instructions on behalf of the Executive within which" and replace with the words "requirement is received,"	Factual change - less adversarial
505				4.3 (Rule 4.1)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
506				4.3 (Rule 4.4)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
507				4.3 (Rule 6.1)	Number paragraphs a through to d	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
508				4.3 (Rule 7.4)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution

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509	Council	05/12/2016		4.4	Updated Executive Procedure Rules agreed by the Mayor and submitted to the Monitoring Officer. Changes reported to Council	Substantive change - change was to note the creation of a new Executive Committee, namely the Grants Scrutiny Sub-Committee
510				4.5 (Rule 1.1)	Addition of the word "and/" between the words "Sub-Committees" and "or"	Factual change - reflects that it is not a choice between Sub-Committees or Scrutiny Panels as both can be set up
511				4.5 (Rule 1.2)	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
512				4.5 (Rule 1.3)	Add the words "per political group" and delete the words "for each Councillor"	Factual change - most Committees require specific training for that Committee to permit a Member to participate and limiting the number of substitutes allows for Democratic Services to ensure that the substitutes are informed as to any mandatory training
513				4.5 (Rule 1.3)	Addition of the words at the end of the paragraph "set out in detail in Part 2, Article 6 of the Constitution but they include"	Factual change - reflects the fact that the exact Terms of Reference for the Committee are set out in Part 2, Article 6 of the Constitution
514				4.5 (Rule 1.3(b))	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels" where they appear	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
515				4.5 (Rule 1.3(c))	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels" where they appear	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
516				4.5 (Rule 1.3(i))	Delete existing sub-paragraph (i)	Legislative change - section 21(8) of the Local Government Act 2000 has been repealed
517				4.5 (Rule 1.5(a))	Number paragraphs i through to v	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
518				4.5 (Rule 2.1)	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
519				4.5 (Rule 2.2)	Delete the word "six" and delete the words "service areas" and replace with the word "portfolios"	Factual change - reflect the fact that there is no need to specify the number and that the term portfolios is used instead of service areas

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520				4.5 (Rule 2.3)	Replace the words "Adults, Health and Wellbeing" with the words "Health, Adults and Community"	Factual change - reflects the new name of that portfolio
521				4.5 (Rule 2.3)	Replace the word "Panel" with "Sub-Committee"	Factual change - reflects the correct name is the Health Scrutiny Sub-Committee
522				4.5 (Rule 3.1)	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
523				4.5 (Rule 4.1)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
524				4.5 (Rule 7.1)	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
525				4.5 (Rule 9.1)	Addition of the word "Sub-Committee/" between the words "Scrutiny" and "Panel"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
526				4.5 (Rule 10.1)	Addition of the words at the end of the Rule "(see Part 4.3 of the Constitution)"	Factual change - reflects the fact that the Budget and Policy Framework Procedure Rules are set out in Part 4.3 of the Constitution
527				4.5 (Rule 10.03)	Addition of the word "Sub-Committee/" between the words "Scrutiny" and "Panel"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
528				4.5 (Rule 11.1)	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
529				4.5 (Rule 12.3)	Delete the words "Part 4.3 –" and replace with "Rule 2 of the Budget and Policy Framework Procedure Rules" and delete the words "– Rule 2 –" and replace with "(see Part 4.3 of the Constitution)"	Factual change - for consistency reflects how such links to other parts of the Constitution are referred to elsewhere in the Constitution
530				4.5 (Rule 12.5(d))	Insert the words "then it is" between the words "Procedure Rules" and "to provide"	Factual change - reads better

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531				4.5 (Rule 13.1)	Addition of the word "Sub-Committees/" between the words "Scrutiny" and "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
532				4.5 (Rule 14.1)	Number paragraphs a through to d	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
533				4.5 (Rule 14.2)	Addition of the words "the Mayor" after the word "Where" and before the words "any Member"	Factual change - the requirement to attend Overview and Scrutiny includes the Mayor
534				4.5 (Rule 14.2)	Addition of the word "Sub-Committee/"before the word "Panel"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
535				4.5 (Rule 14.2)	Addition of the word "Mayor" before the word "Member"	Factual change - the requirement to attend Overview and Scrutiny includes the Mayor
536				4.5 (Rule 14.3)	Addition of the word "Mayor" before the word "Member"	Factual change - the requirement to attend Overview and Scrutiny includes the Mayor
537				4.5 (Rule 14.3)	Addition of the word "Sub-Committee/"before the word "Panel"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
538				4.5 (Rule 14.4)	New Rule 14.4 "Except in exceptional circumstances, any failure by the Mayor or Member to attend the Committee or Sub-Committee/ Panel will be considered a breach of the Code of Conduct for Members and investigated accordingly. Any failure by an Officer to attend will be dealt with under the appropriate disciplinary procedure"	Factual change - to reinforce that there are sanctions if the Mayor, Member or Officer does not attend in response to a request
539				4.5 (Rule 15.1)	Addition of the word "Sub-Committee/"before the word "Panel"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
540				4.5 (Rule 16.3)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution

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541				4.5 (Rule 16.4)	Number paragraphs a through to e	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
542				4.5 (Rule 18.1)	Addition of the word "Sub-Committees/"before the word "Panels"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
543				4.5 (Rule 18.1)	Addition of the words "and should not be used" at the end of the paragraph	Factual change - not only is it inappropriate but it should state that the part whip should not be used in these circumstances
544				4.5 (Rule 19.1)	Number paragraphs a through to e	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
545				4.5 (Rule 19.2)	Number paragraphs a through to c	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
546				4.5 (Rule 19.3)	Addition of the word "Sub-Committee/"before the word "Panel"	Factual change - reflects the fact that Scrutiny Sub-Committees as well as Scrutiny Panels can be set up
547				4.6 (Heading)	Change Heading to "Financial Regulations and Procedure Rules"	Factual change - to reflect that these Rules pertain as much to Regulations and they do to Procedures
548				4.6 (Index)	In entry number 2 change to "Financial Regulations/ Procedures"	Factual change - to reflect that these Rules pertain as much to Regulations and they do to Procedures
549				4.6 (Index)	Add new entry "Appendix A" "Financial Regulations/ Procedures 2017/18"	Factual change - the actual Financial Regulations/ Procedures should also be forward facing for reasons of transparency and also ease of reference
550				4.6 (Rule 1.1)	Number paragraphs a through to d	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
551				4.6 (Rule 1.1(c))	Delete the word "Investment"	Factual change - superfluous word

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552				Part 4.6 (Rule 1.3)	Delete the words "section 4.3 of Part 4 to" and replace with the words "the Budget and Policy Framework Procedure Rules at Part 4.3 of"	Factual change - for consistency reflects how such links to other parts of the Constitution are referred to elsewhere in the Constitution
553				Part 4.6 (Rule 2.1)	Add word "/Procedures" after the word "Regulations"	Factual change - to reflect that these Rules pertain as much to Regulations as they do to Procedures
554				Part 4.6 (Rule 2.1)	Add the words "These Regulations/ Procedures and any updated or amended versions will then be placed in Appendix A of these Rules" at the end of the paragraph	Factual change - the actual Financial Procedures/ Regulations should also be forward facing for reasons of transparency and also ease of reference
555				Part 4.6 (Rule 2.2)	Add word "/Procedures" after the word "Regulations"	Factual change - to reflect that these Rules pertain as much to Regulations and they do to Procedures
556				Part 4.6 (Rule 2.2)	Replace the word "may" with "is likely to"	Factual change - greater emphasis that a breach has potential consequences
557				Part 4.6 (Rule 2.2)	Addition of the words "and be investigated under the appropriate disciplinary procedure" at the end of the paragraph	Factual change - greater emphasis that a breach has potential consequences
558				Part 4.6 (Rule 3.1)	Addition of the words "For more details on Virements please see FM2, FM5 and FA10 of Appendix A to these Rules" at the end of the paragraph	Factual change - for transparency cross-reference to the Financial Procedures/ Regulations
559				4.6 (Rule 3.3)	Number paragraphs a through to d	Factual change - for consistency to reflect that paragraphs are numbered elsewhere in the Constitution
560				4.6 (Rule 3.4)	In the heading replace Departments with Directorates	Factual change - reference should be to Directorates
561				4.6 (Rule 3.4)	Replace the words "department" and replace with the word "Directorate"	Factual change - reference should be to Directorates
562				4.7 (Heading)	Change heading to "Contracts and Procurement Procedure Rules"	Factual change - to reflect that these Rules pertain as much to Procurement as they do to Contracts
563				4.7 (Index)	Contents Index Added	Factual change - for consistency reflects that there is a Contents Index for all other Procedure Rules within the Constitution

CONSTITUTION REVISIONS

NO.	APPROVED BY	DATE APPROVED	VERSION	PART	CHANGE	REASON
564				4.7 (Rule 1.4)	Add the words "(otherwise known as the Council's Best Value Duty)"	Factual change - to reflect the fact that this is the name of the duty
565				4.7 (Rule 1.5)	Add the words "Any failure by an offices to comply with the Procurement Procedures is likely to constitute a disciplinary offence and be investigated under the appropriate disciplinary procedure" at the end of the paragraph	Factual change - to emphasise that a breach has potential consequences
566				4.7 (Rule 1.6)	Add the words "If however the decision is a 'key' decision that has not been delegated then a report must be submitted to Cabinet for determination having proper regard to the Access to Information Rules at Part 4.2 of the Constitution" at the end of the paragraph	Factual change - to emphasise that some decisions in relation to procurement activity may be 'key' decisions that have not been delegated
567				4.7 (Rule 1.7)	Add the words "If however the decision is a 'key' decision that has not been delegated then a report must be submitted to Cabinet for determination having proper regard to the Access to Information Rules at Part 4.2 of the Constitution" at the end of the paragraph	Factual change - to emphasise that some decisions in relation to procurement activity may be 'key' decisions that have not been delegated
568				Rule 4.10	New Rule	Factual change - to ensure that relevant officer decisions are recorded correctly; made available for inspection; and published on the Council's website