

APPENDIX A

ANNUAL REVIEW OF THE CONSTITUTION – SUMMARY OF REVISED CONTENTS AND CHANGES

	Title (and summary of subject matter)	Summary of changes
Part 1 – Sections	<u>Constitutional Arrangements</u>	
1	Constitution: (Purpose, Structure, Review, Interpretation, Access, Definitions)	No change
2	Members of Council: (Council composition, Role and Functions of Members, Appointments, Allowances)	No change
3	Citizens and the Constitution: (Citizens’ rights, Voting and petitions, Accessing Information, Complaints, Citizen’s Responsibilities)	No change
4	Full Council <ul style="list-style-type: none"> • Arrangements: (Form and Composition, Functions & Responsibilities, Full Council Meetings, Time and Place of Full Council Meetings, Description of Executive Arrangements) • Procedural Rules: (Election of Chairs and Vice-Chairs, Chair’s Powers and Full Council Meetings, Quorum, Full Council Meeting Business Plan, Proposals Requisitioned by Members, Public Question Time [including Treatment of Small Petitions] , Treatment of Large Petitions, Leader and Cabinet Member Reports – Member Questions, Overturning Council Decisions, Proposals and Amendments not Requiring Notice, Voting, Minutes, Record of Attendance, Exclusion of the Public, Members’ Right to Speak, Members’ Conduct, Disturbance by the Public, Suspension and Amendment of Council Meeting Rules) 	4.8 amended to reflect Full Council’s wishes that public questions or statements to be considered at a Full Council meeting are to be published by 5pm the working day before the meeting.
5	Leader and Cabinet Arrangements: (Leader, Deputy Leader and Cabinet Appointments, Functions and Responsibilities of the Leader, Decision-making Responsibilities and Functions of the Cabinet, Allocation of Service Responsibilities and Decision making Responsibilities to Cabinet Members – Summary, Allocation of Decision making Responsibilities to Cabinet Members, Traffic Regulation Order Sub-Committee, Somerset Waste Board, Sub-delegation of Executive Responsibilities, Cabinet meeting arrangements, Cabinet Decision-making Arrangements)	No change
6	Council Committees Arrangements (Committees of the Council, Committee Appointments, Committee Chairs &	No change

	Vice-Chairs, Substitution on Committees, Meeting Dates, Committee Business – Public Involvement, Non-committee Member Involvement in Committee Meetings)	
6A	Scrutiny for Policies and Places Committee / Scrutiny for Policies, Children and Families Committee / Scrutiny for Policies, Adults and Health Committee (Functions, Form and Composition, Joint Health Scrutiny, Quorum, Committee Business, Call-in of Key Decisions, Referral of Non-Key Member Decisions)	No change
6B	Decision-making Committees (Regulation, Pensions, Audit, HR Policy, Officer Appeals, Constitution and Standards Committees and the Somerset Health and Well-being Board): (Functions, Form and Composition, Quorum, Committee Business, Reporting)	No change
6C	Somerset Pensions Board	No change
6D	Code of Conduct Hearing Panel Arrangements	No change
7	Officer Arrangements (Appointment of Officers, Dismissal [including Redundancy] of Officers or other Disciplinary Action], Officer Employment – Mandatory Standing Orders)	No change
8	Decision Making: (Principles of Decision-making, Types of Decision, Human Rights Issues, Decisions on the Budget and Policy Framework [includes Mandatory Standing Orders], Council and Cabinet Scheme of Delegation to Officers, Decision- making Access to Information Procedure Rules)	Revised Access to Information Rules which have combined and replaced the previous contents of Part 1 – Section 8 (relevant paragraphs) and Part 2 - Appendix F – Protocol on Members' Access to Information and other Confidential Issues
Part 2 - Sections	<u>Codes and Protocols (appendices to the Constitution)</u>	
A	Financial Regulations	No change
B	Contract Standing Orders	Section 28 amended to see the tender evaluation criteria ratio change from 60:40 to 70:30 weighted in favour of price. Section 55.1.m amended to reinstate

		an omission relating to the Pension Fund that existed in the Constitution dated January 2016.
C	Code of Conduct for Members and Co-opted Members	No change
D	Scheme of Members' Allowances	No change
E	Code of Practice – Commons Registration, Planning Control, Rights of Way	Technical changes to reflect changes in job titles of Council employees
F	Protocol on Members' Access to Information and other Confidential Issues	Deleted and relevant content incorporated into Part 1 Section 8 Access to Information Procedure Rules
G	Member / Officer Protocol 2014	No change
H	Members' Role Descriptions	No change
I	Somerset County Council Recording Protocol: Third Party Recording of Committees, Boards and Panels	No change
J	Tell Local Councillor (TLC)	No change
K	Appointment of Honorary Aldermen and Alderwomen	No change