

Both Deputy Monitoring Officers (in the absence of the Monitoring Officer, the DMO(s) stand in their place) and the appropriate Portfolio Holder (Cllr Henley) agree on a minor textual amendment to the Constitution at Article 5 Proper Officer Functions as indicated in red text in the table below;

Para 4(2)(b) of Part 1 of Schedule 12	Officer who may sign <i>and shall be permitted to amend</i> a summons to Council meetings and who may receive notice from a Member of alternative address to which a summons to a meeting is sent	Head of Paid Service/Chief Executive (Monitoring Officer)
---------------------------------------	---	---

They have the power to do this under Article 15 of the Constitution – Review and Revision of the Constitution which states that the Monitoring Officer may:

“make minor detailed changes of a limited significance (as agreed by the Monitoring Officer and the appropriate Portfolio Holder) subject to obtaining the written agreement of the Portfolio Holder and such agreed changes and the reasons for the change to be subsequently notified to all Councillors.”

The CEO then utilises his powers to amend or withdraw the summons and the action is recorded in a brief update paper to the Council meeting on the 7 September 2021.