

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE OF MEETING:	3 September 2025		
TITLE:	Proposals from the Constitution Informal Working Group		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Monitoring Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

SUMMARY:
<p>This report presents a Schedule of proposed Substantive Changes to the Constitution, developed through cross-party engagement and officer consultation from the Constitution Informal Working Group ("CIWG"), and seeks endorsement from the Panel prior to Cabinet consideration.</p> <p>Attachments:</p> <ul style="list-style-type: none">• Minutes of the CIWG meetings on 30 January and 7 August• Schedule of proposed Substantive Changes to the Constitution including:<ul style="list-style-type: none">➤ Appendix 1: Outside Bodies (new Article 17)➤ Appendix 2: Shareholder Function (new Article 18)➤ Appendix 3: Audit Committee Independent Members➤ Appendix 4: Electoral Arrangements Committee
KEY ISSUES:
<p>The Schedule of proposed Substantive Changes to the Constitution sets out the areas of the Constitution that were identified as requiring alterations to improve governance, transparency, statutory compliance, effectiveness and/or operational efficiency.</p>
OTHER OPTIONS CONSIDERED:
<p>Members are directed to the minutes of the CIWG meetings for reference to other options considered.</p>
RECOMMENDATIONS:
<ol style="list-style-type: none">1. Acknowledge the work of the Constitutional Working Group during 2025 in reviewing and recommending changes to the Constitution.2. Recommend to Cabinet the adoption of the Schedule of Substantive Changes to Constitution
REASONS FOR RECOMMENDATIONS:

To support the process of the review and revision of the Constitution as a process of continuous improvement, and to ensure the Constitution remains a relevant, transparent and legally compliant framework for the Council's governance, reflecting current statutory duties and operational practices.

REPORT DETAIL

1. Introduction

The CIWG was convened as an informal working group by CPP to review the Council's Constitution to ensure that it is complete, accurate, up to date, clear, consistent, lawful and fit for purpose.

The CIWG has met three times during 2025: 30 January, 11 June and 7 August. On 11 June and 7 August the CIWG considered the 'deep dive' area for 2025: the 'Overview & Scrutiny Governance Review'. This work will be the subject of a separate report.

The other part of the CIWG's work was to devise and propose a Schedule of Substantive Changes to the Constitution, which is attached herewith for the Panel's consideration and onward recommendation to Cabinet.

2. Proposal.

The proposed amendments are detailed in the attached Schedule of Substantive Changes and supporting appendices. These reflect both internal governance improvements and external statutory requirements.

3. Issues for the Panel to Consider

Commentary on Appendices:

Appendix 1 – Outside Bodies

Introduces Article 17 to define and regulate appointments to external organisations. This improves transparency and ensures appointments align with strategic objectives and legal frameworks.

Appendix 2 – Shareholder Function

Introduces Article 18 to formally recognise the Council's role in overseeing wholly owned companies. Establishing a Shareholder Committee ensures governance is structured and legally compliant.

Appendix 3 – Audit Committee Independent Members

Clarifies the role and appointment process for independent co-opted members, aligning with CIPFA guidance and enhancing the robustness of audit oversight. Introduces an increased allowance to support recruitment and retention.

Appendix 4 – Electoral Arrangements Committee

Establishes a new non-executive committee to oversee electoral reviews, polling arrangement and Community Governance Reviews. This ensures statutory compliance and provides a clear governance route for electoral matters.

4. Corporate Priorities

With regards to the Corporate Strategy, reviewing the Constitution will serve to promote the following priority:

Efficient and effective delivery of our services: To provide cost-effective, efficient services that meet the needs of our local communities, promote good governance, and provide sustainable financial planning and appropriate staffing.

And the following key principle:

Transparently: We will be open, honest and transparent in our decision making and ensure we follow best practice in governance

5. Financial Implications

None directly arising from this report save for the increase in allowances for the Standards Committee Independent Persons and the Audit Committee independent Members. Consultation has taken place with the Chief Finance Officer and Assistant Director for Resources who have confirmed that these allowances can be met from the budget for Members Allowances.

6. Equal Opportunity Considerations

None – neutral impact. An Equality Impact Assessment pre-screening shall be undertaken for the onwards Cabinet report.

7. Environmental Considerations

None

8. Background Papers

None