

Document Control:

Title	Constitution
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Version History:

Date	Version Number	Revision Notes
February 2025	V2025/11	Revised: Terms of Reference for Planning Committees and General Purposes Committee; Scheme of Members Allowances
July 2024	V2024/010(i)	Revised: CPR 5.28 – Motions on Notice; Planning Code of Good Practice E8.7 and E8.8
April 2024	V2024/010	Revised: CPR 5.5-5.5.8 (Questions from Members of Council)
October 2023	V2023/009(i)	Revised: CPR 15.25 (Part 4) (approved by Council) Updated Cabinet Portfolios (approved by Leader)
August 2023	v2023/009	Revised: Overview and Scrutiny Procedure Rules (Part 4)
July 2023		Revised: Part 3 – Responsibilities – Functions Delegated to Officers (DPHEH100) Part 5 – Members Planning Code of Good Practice (E8.6 and E9.1) Part 6 - Members Allowances (JIRP review)

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May 2023		Revised: Summary & Explanation Articles 2 & 8 – Members of the Council and Decision Making; Part 3 – Panels to Advise the Executive; Responsibility for Council Functions; Functions Delegated to Chief Officers Part 4 – Officer Employment Procedure Rules
February 2023		Revised: Article 4 – Full Council Portfolio of Cabinet Member for Environment and Climate Change
May 2022	v2022/008	Revised: Article 8 – Decision Making Panels and Boards to Advise the Executive Executive Procedure Rules Rules for making decisions by Executive Members Overview and Scrutiny Procedure Rules New Terms of Reference for Scrutiny Select Committees
March 2022	v2022/007	Updated Part 5 – Codes to reflect revised Officer Code of Conduct approved by the General Purposes Committee on 22 March 2022.
	v2022/006	Updated Part 4 – Rules: CPR 10.4 and 10.5 to remove the need for standing when addressing the Council; and New CPR 17 to reflect the use of substitute Members; Update Protocol A – Members Training (Part 5 Codes) to reflect that training requirements apply equally to substitute members.
November 2021	v2021/005	Updated to reflect abolition of Electoral Review Working Group; amended CPR 5.25 (b) in respect of Group Leaders speaking; amended Data Protection Officer and Proper Officer in relation to Public Health.
April 2021	v2021/004	Updated Schedule 1 in Members Allowance (Part 6) to reflect the increase in line with the staff pay award.

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April 2020	v2020/003	Updated Schedule 1 in Members Allowance (Part 6) to reflect the increase in line with the staff pay award.
		Updated financial thresholds in the Contract Procedure Rules paragraph 7.7.
January 2019	v2019/002	Addition of Emergency Provisions during a period of serious and unexpected disruption (Part 7)
February 2019		Addition of CEX 203 designated DCS as formal Deputy of CE.
		Addition of DCS 1002 dealing with town and village greens.
July 2019		Members Allowance Scheme – Schedule I updated to reflect allowances for vice-chairmen which came into effect from the Borough Council elections in 2019.
December 2018	v2018/001	Addition of Glossary and Index (Part 8)
31 July 2018		Reviewed by: Overview & Scrutiny Committee (April 2018) Cabinet (June 2018) Council (July 2018)