

Updates to the Constitution –

Section of the Constitution	Report Title	Date Change Agreed at Council	Minutes Text
Part Four – Stand Alone Supporting Documents - Financial Regulations	Changes to Financial Regulations – Officer Responsibilities	30 July 2009	RESOLVED: - that the recommendation of the Audit Committee contained in minute 2: Financial Regulations be accepted and, accordingly, the proposed changes to financial regulations to reflect revised officer responsibilities be approved;
Part Four – Stand Alone Supporting Documents - Financial Regulations	Annual Review of Financial Regulations	17 December 2009	RESOLVED: - that the recommendation of the Audit Committee contained in minute 3 regarding financial regulations be accepted and, accordingly, the proposed changes be approved and adopted;
Part Four – Stand Alone Supporting Documents – Standing Orders with Respect to the Appointment, Dismissal and Discipline of Employees	Chief Officer/ Director Appointments	19 February 2010	RESOLVED that the recommendations of the report be approved and adopted and, accordingly: (a) approval be given to the permanent appointments to the Council's Chief Officer/Director posts and the transfer of functions as detailed in paragraph 8 of the report, such appointments being in accordance with Standing Orders 2 and 6 of the Council's Standing Orders with respect to the Appointment, Dismissal and Discipline of Employees; (b) the designation of two existing Director posts be amended as detailed in paragraph 9 of the report; and (c) the Solicitor to the Council and Monitoring Officer be authorised to make consequent amendments to the Council's Scheme of Delegation to Officers and Powers of Entry and to Standing Orders with respect to Meetings.
Part Four – Stand Alone Supporting Documents - Financial Regulations	Annual Review of Financial Regulations	16 December 2010	RESOLVED: - that the recommendations of the Audit Committee contained in minute 3 be accepted and, accordingly, the changes to Financial Regulation be approved.

Part Four – Stand Alone Supporting Documents – Standing Orders with Respect to Meetings	Sealing of Documents and Other Changes to the Constitution	14 April 2011	RESOLVED that the proposed changes, set out in the report, be adopted.
Part Four – Stand Alone Supporting Documents - Financial Regulations	Annual Review of Financial Regulations	15 December 2011	RESOLVED: - (a) the recommendation of the Audit Committee contained in minute 6 of 29 November 2011 regarding the Annual Review of Financial Regulations - the Council is recommended to approve the suggested changes to Financial Regulation 18 - Payments to Employees and members, as shown in Appendix B attached to the report, subject to the proposed amendments referred to in (i) and (ii) below: - (i) Paragraph 18.2.8 - add wording to make it clear that use of Rail Warrant Books should only be for authorised trips. The revised paragraph to read: - Rail Warrant Books: Rail warrants should only be used for authorised work-related journeys. All books of rail warrants must be accounted for, and records <i>maintained of their use</i> . (ii) Paragraph 18.3.3 - remove second sentence so that the revised paragraph reads: - Payment Procedure: Payments to members will be paid in accordance with the procedure approved by the Council.
Part Four – Stand Alone Supporting Documents - Financial Regulations	Financial Regulations Update – Regulation 12 Treasury Management	24 April 2012	RESOLVED: - the recommendation of the Audit Committee contained within minute 6 to approve the new Regulation 12 -Treasury Management be confirmed
Part Four - Stand Alone Supporting Documents - Standing Orders with Respect to Meetings & Part Five – Codes of Conduct and Practice	Standards Arrangements	21 June 2012	RESOLVED that: - 1. the revised Members Code of Conduct as set out in Appendix A to the report, be adopted to come into effect on 1 July 2012 pending the development of any Hampshire wide generic Code; 2. Mr David Basson and Mrs Mary Kilbride be appointed as the Council's two Independent Persons for the purposes of consideration, investigation and hearing of complaints under the Members Code of Conduct as required under section 28(7) of the Localism Act 2011; 3. the arrangements for the consideration, investigation and hearing of complaints under the revised Members Code of Conduct as set out in Appendix B to the report be agreed; 4. Standing Order 28 be amended to require a Member who has a

Appendix A

			<p>Disclosable Pecuniary Interest, in an item of business being considered at a meeting of the Council, the Executive, the Scrutiny Board, a committee, sub- committee or panel to declare that interest and withdraw from the room during the discussion and not vote on that item;</p> <p>5. authority be delegated to the Solicitor to the Council in consultation with the Monitoring Officer to make any amendments to the Code and arrangements for dealing with Member conduct which may be necessary as a result of any statutory requirement or further advice;</p> <p>6. authority be delegated to the Solicitor to the Council in consultation with the Monitoring Officer to amend the Council's Constitution to take into account any further amendments required as a result of the Localism Act 2011 and its associated regulations; and</p> <p>7. that training sessions for Members be arranged as soon as practicable on the details of the new Disclosable Pecuniary Interests.</p>
Part Four - Stand Alone Supporting Documents – Scheme of Delegation	Executive Leaders Delegations	26 July 2012	RESOLVED that the enhanced powers of the Executive Leader in determining the scheme of delegation for the discharge of the Executive functions of the Council be noted.
Part Four – Stand Alone Supporting Documents - Financial Regulations	Financial Regulations Update – Regulations 5, 6 and 7 – Financial Planning and Reporting	26 July 2012	<p>RESOLVED: -</p> <p>(i) paragraph 7.2.1 to include the word "clear" to indicate that reports should be written in "plain" English; and</p> <p>(ii) paragraph 7.3.2 to ensure that the phrase "Annual Statement of Accounts" is properly titled with capital letters.</p>
Part Four – Stand Alone Supporting Documents - Financial Regulations	Review of Financial Regulations 4 (Authorisation Limits), 8 (Revenue Budgets), 9 (Capital Programme)	18 October 2012	<p>RESOLVED: -</p> <p>the recommendation of the Audit and Governance Committee contained in minute 6 of 24 September 2012 regarding the review of Financial Regulations 4 (Authorisation Limits), 8 (Revenue Budgets), 9 (Capital Programme) be accepted and the proposed changes to revise the regulations, as set out in Appendix E and F of the report be approved.</p>
Part Four – Stand Alone Supporting Documents - Financial Regulations	Annual Review of Contract Procedure Rules	13 December 2012	<p>RESOLVED: -</p> <p>the recommendation of the Audit and Governance Committee contained in minute 7 of 26 November 2012 regarding the proposed changes to the Contract Procedure Rules be accepted as set out in Appendix A of the</p>

Appendix A

			report be approved;
Part Four – Stand Alone Supporting Documents - Financial Regulations	Review of Financial Regulation 16 (Ordering and paying For Goods and Services)	13 December 2012	RESOLVED: - the recommendation of the Audit and Governance Committee contained in minute 8 of 26 November 2012 regarding the proposed changes to Financial Regulation 16 (Ordering and Paying for Goods and Services) be accepted as set out in the report be approved;
Part Four – Stand Alone Supporting Documents - Financial Regulations	Latest Financial Regulations Updates	25 April 2013	RESOLVED: - the recommendation of the Audit and Governance Committee contained within minute 6 to approve the changes and updates to the Financial Regulations updates be confirmed;
Part Four – Stand Alone Supporting Documents - Financial Regulations	Financial Regulations Updates	25 July 2013	RESOLVED: - the recommendation of the Audit and Governance Committee contained in minute 7 regarding the review and subsequent proposed changes to Financial Regulations 14, 10 and 11 be agreed
Part Four – Stand Alone Supporting Documents – Standing Orders with Respect to Meetings	Updates to the Constitution	12 December 2013	RESOLVED that the revised version of the Standing Orders with Respect to Meetings, as appended to the report, be adopted subject to the following amendments: i the removal of the second paragraph at Standing Order 15.7; and ii.the removal of the words “of any member of the Council” at Standing Order 57.1.
Part Four – Stand Alone Supporting Documents - Financial Regulations	Latest Financial Regulations Update	12 December 2013	RESOLVED: - the recommendation of the Audit and Governance Committee contained in minute 6: Latest Financial Regulations Update to approve the changes to Regulation 19 be agreed;
Part Four – Stand Alone Supporting Documents - Financial Regulations	Review of Financial Regulations	24 April 2014	RESOLVED: - the recommendation of the Audit and Governance Committee contained in minute 6 regarding the changes to the Financial Regulations 1 – Responsibilities of Members and 2 – Responsibilities of Statutory Officers be accepted and accordingly, the changes as set out in Appendices B and D to the report be approved

Appendix A

Part Two – Responsibilities and Functions – Functions of the Audit and Governance Committee	Functions of the Audit and Governance Committee	24 April 2014	RESOLVED: - the recommendation of the Audit and Governance Committee contained in minute 7(b) regarding the updates to the Functions of the Audit and Governance Committee that relate to the review of Financial Regulations be accepted and accordingly, the changes as highlighted in Appendix A to the report be approved
Part Four – Stand Alone Supporting Documents - Financial Regulations	Review of Financial Regulations	24 July 2014	RESOLVED: - the recommendation of the Audit and Governance Committee contained in minute 6 – Review of Financial Regulations regarding the proposed changes to the regulations, be accepted and accordingly, the changes as set out in Appendix B and D to the report be approved
Part Four – Stand Alone Supporting Documents – Standing Orders with Respect to Meetings	Update to Standing Orders Following The Openness Of Local Government Bodies Regulations 2014	09 October 2014	RESOLVED that the Council approves: (a) the updates to Part Four of the Constitution - Standing Orders with Respect to Meetings, as detailed in paragraph 8 of the report; (b) the protocol on the recording of public meetings, as set out in appendix A to the report; and (c) that the Monitoring Officer be delegated authority to update the protocol to meet operational needs.
Part Four – Stand Alone Supporting Documents – Standing Orders with Respect to Meetings	Update to Standing Orders Following the Openness of Local Government Bodies Regulation 2014	09 October 2014	RESOLVED: - The recommendations of the Audit and Governance Committee contained in minute 6 of 22 September 2014 regarding the proposed updates to Standing Orders following the Openness of Local Government Bodies Regulations 2014 were dealt with at agenda item 16.
Part Four – Stand Alone Supporting Documents – Scheme of Delegation to Officers	Proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme	20 February 2015	RESOLVED that: (a) the proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee as set out in paragraphs 38 and 48 of the report at Appendix A, along with the minor amendments and clarifications recommended by the Planning Committee in paragraph 5 of this report be agreed; (b) the Monitoring Officer be authorised to make the necessary amendments to the Scheme of Delegation to Officers and to the Planning Committee Deputation Scheme of the Constitution; and

			(c) the new arrangements be reviewed after a period of 12 months.
Part Four – Stand Alone Supporting Documents – Scheme of Delegation to Officers	Management Structure	15 October 2015	RESOLVED that the Council approves: (a) the deletion of the current post of Director of Community; (b) that the designation of the Director of Environmental Services be amended to Director of Operations and the designation of the Director of Planning and Development be amended to Director of Planning and Regulation; (c) that authority being given to the Monitoring Officer to amend the Scheme of Delegation to Officers to transfer functions currently under the responsibility of the Director of Community amongst the other Directors, as instructed by the Chief Executive Officer; (d) that the Chief Executive Officer be authorised to make the necessary amendments to the Pay Policy statement for 2015-16 to reflect the above approved changes; and (e) that the report and the minute of the decision be no longer treated as exempt information and be open for public inspection, with the exception of paragraphs 23 and 24 which will remain exempt from publication on the grounds that it is not for publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.
Part Four – Stand Alone Supporting Documents – Standing Orders for the Appointment, Dismissal and Discipline of Employees	Updates to the Constitution	17 December 2015	RESOLVED that the Council approves the updated sections of the Constitution for: (a) the Standing Orders for the Appointment, Dismissal and Discipline of Employees, as set out in Appendix A to the report; and (b) the Code of Conduct for Members, as set out in Appendix B to the report.
Part Two - Responsibilities and Functions – Functions of the Audit and Governance Committee	Review of the Functions of the Committee	13 October 2016	RESOLVED that the recommendations contained in minute 6 be accepted and accordingly the functions of the Audit and Governance Committee, as set out in the Appendix A to the report, be approved.
Part Four – Stand Alone Supporting Documents - Financial Regulations	Updates to Financial Regulations	15 December 2016	RESOLVED that the recommendations contained in minute 7(a) be accepted and accordingly: i. the Council agree the proposed changes to Authorisation limits in Financial Regulation 4; and ii. that the recommendations contained in minute 7(b) be accepted and

			accordingly the Council approve the proposed changes to the wording in Financial Regulation 13.2.2 to include the inclusion of the words “and within the remit of their service” so that it reads “Property, Estates or Procurement teams, as appropriate to the acquisition and within the remit of their service”.
--	--	--	--