

APPENDIX

PROPOSED CHANGES TO THE CONSTITUTION

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
2-3	Contents	Update of contents pages	<p>Page numbers amended.</p> <p>Title” PART 4- RULES OF PROCEDURE” added</p> <p>“STANDARDS SUB-COMMITTEE (HEARING)” added.</p>
4	Part 1.	Changes to the description of how the Council operates.	<p>Amend the first paragraph after the sub title ‘How the Council operates’ to read as follows:</p> <p><i>‘The Council is composed of an elected City Mayor and 54 Councillors. The City Mayor is directly elected by the electors of the City, normally for a four-year term of office. The Mayoral Election will be held on the same day as the ordinary Council Elections, at which two or three Councillors are elected to represent each of the 22 wards every four years, or such alternative arrangements as may be determined by the Electoral Commission. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.’</i></p> <p>Delete ‘and Leader’ from the second paragraph and replace with ‘<i>a City Mayor and</i>’.</p> <p>Insert ‘<i>The City Mayor and</i>’ at the beginning of the third paragraph. In the same paragraph amend the beginning to read ‘The <i>City Mayor</i> appoints...’ and amend the final sentence of the paragraph to read ‘It comprises <i>between two and nine Councillors and the City Mayor</i>’.</p>

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			In the fifth paragraph after 'call-in decision which has been made by the' insert ' City Mayor and Cabinet ' and delete ' Executive '.
5	Part 1.	Changes to the description about how decisions are made.	<p>At the beginning of the first paragraph after the sub title 'How Decisions Are Made' amend the first sentence to read 'The City Mayor and Cabinet <i>have</i> to make decisions which are in line with the Council's overall policies and budget'.</p> <p>At the beginning of the first paragraph after the sub title 'The Council's Employees' amend the first sentence after 'give advice to' and insert 'the City Mayor and'.</p> <p>Amend the first bullet point in the "Citizens' Rights" section to 'Vote at Mayoral and local elections if they are registered'.</p>
8	Article 2 – Members of the Council.	Changes to the description of the composition of the Council, and the election and term of Councillors.	<p>Amend point (a) – Composition, to read 'The Council will comprise a directly elected City Mayor and 54 Councillors. The City Mayor will be elected by the voters of the whole City and the Councillors will be elected by the voters of each ward in accordance with a scheme drawn up by the Electoral Commission. Two or three Councillors will be elected for each ward.'</p> <p>At point (b) after 'eligible to hold the office of' insert 'City Mayor or'.</p> <p>Amend the text after sub title 'Election and Terms of Councillors' insert 'the City Mayor and' after 'regular election of', amend the election date from '2003' to '2011', insert 'the City Mayor and' after 'The terms of office of', and change the start date of the City Mayor and Councillors from the fourth day after the date of the next regular election to the third day.</p>
9	Article 2 – Members of the Council.	Changes to the Allowances description	At the beginning of the sentence under the Allowances sub title insert ' The City Mayor and '.
13	Article 4 – The Full Council.	Amendments to the	Delete point (e) – ' appointing the Leader and Members of the Cabinet. '

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		functions of full Council and realigning of the numbering as required.	Realign all numbering accordingly thereafter.
16	Article 5 – The Lord Mayor.	Clarification of the authority to determine whether or not the City Mayor assumes the functions of the Lord Mayor.	Insert the following text as the final paragraph on the page <i>‘In relation to any future consideration of this matter it is the Council which has the power to decide whether or not the City Mayor shall assume the functions of the Lord Mayor (apart from chairing the Council meeting which may not be undertaken by the City Mayor)’</i> .
19 – 20	Article 7 – The Cabinet.	Clarification of the role of the City Mayor and Cabinet, including the form, composition, and the City Mayor and Deputy Mayor positions.	<p>Amend the Article title to read ‘ARTICLE 7 – THE CITY MAYOR AND CABINET’.</p> <p>In the first sentence under ‘The role of the Cabinet’ sub title replace “The Cabinet will carry out” with ‘The City Mayor is responsible for all’. At the third paragraph, first sentence insert ‘City Mayor’ after ‘are decided by’. In the same paragraph, final sentence insert ‘City Mayor’ at the end.</p> <p>Article 7 from Section 7.02 – ‘Form and Composition’ is significantly amended. This is to clarify how the Cabinet is comprised, who appoints Councillors to the Cabinet and how the membership may be altered, how the Deputy Mayor is selected and replaced and what powers he/she will have, what the nature of the role of the City Mayor is and what happens in the event that the elected City Mayor is already a serving Councillor, and how long the term of office will be.</p> <p>The fully revised text of this section is as follows:</p>

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19 – 20	Article 7 – The Cabinet.	Clarification of the role of the City Mayor and Cabinet, including the form, composition, and the City Mayor and Deputy Mayor positions.	<p><i>‘7.02 Form and composition</i></p> <p><i>The Cabinet will consist of the City Mayor and between two to nine Councillors appointed by the City Mayor, called Cabinet Members. The City Mayor will appoint those Cabinet Members from among serving Councillors and may allocate to each Member a portfolio of responsibilities. One of the Cabinet Members will be appointed by the City Mayor as Deputy City Mayor. When the City Mayor and Cabinet Members meet together formally to take executive decisions this is known as a meeting of Cabinet.</i></p> <p><i>7.03 City Mayor</i></p> <p><i>The City Mayor will be a person elected to that position by the electors of the City in the Mayoral Election. In the event that a serving Councillor of the Leicester City Council is elected as City Mayor, a vacancy shall be declared in that person’s council seat and a by-election shall be held (if required) in accordance with the relevant legislation.</i></p> <p><i>The term of office of the City Mayor will normally be four years. S/he will take office on the fourth day after his/her election and will continue in office until the fourth day after his/her successor is elected, unless s/he dies, is disqualified or resigns.</i></p> <p><i>7.04 Deputy City Mayor</i></p> <p><i>The Deputy City Mayor will be a Councillor appointed to that position by the City Mayor from among the Cabinet Members. The City Mayor may replace the Deputy City Mayor at any time but otherwise the Deputy City Mayor shall remain in post for the duration of the City Mayor’s term of office unless:</i></p>

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19 - 20	Article 7 – The Cabinet.	Clarification of the role of the City Mayor and Cabinet, including the form, composition, and the City Mayor and Deputy Mayor positions.	<p><i>a) s/he resigns from office;</i> <i>b) s/he is suspended from being a Councillor under Part III of the Local Government Act 2000 (although s/he may resume office at the end of the period of suspension; or</i> <i>c) s/he is no longer a Councillor.</i> <i>The Deputy City Mayor shall have authority to exercise the City Mayor’s powers only in the event that the City Mayor is unable to act at any time.</i></p> <p>7.05 Other Cabinet members</p> <p><i>The City Mayor may replace or remove a Cabinet Member and /or may vary or delete their portfolio responsibilities at any time. The City Mayor will report his/her appointments to Full Council and the Monitoring Officer as and when they are made.</i></p> <p>7.06 Casual vacancies</p> <p><i>The City Mayor may appoint a Councillor to fill any position or vacancy which may arise in the Cabinet from time to time.</i></p> <p>7.07 Proceedings of the Cabinet</p> <p><i>Proceedings of the Cabinet will take place in accordance with the Cabinet Procedure Rules set out in Part 4 of this constitution.</i></p> <p>7.08 Responsibility for functions</p> <p><i>The City Mayor will maintain a list in Part 3 of this Constitution setting out which individual members of the Cabinet, committees of the Cabinet, officers or joint</i></p>

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			<i>arrangements, are responsible for the exercise of particular Cabinet functions.'</i>
22	Article 9 – The Standards Committee.	To amend the membership description of the Standards Committee.	To amend the first bullet point at 9.03 – Composition by removing the ‘ and Leader ’ text. Insert a fourth bullet point at 9.03 as follows: <ul style="list-style-type: none"> • <i>‘Membership will not include the City Mayor’</i>
23	Article 10 – Area Committees and Forums.	Typographical error.	To amend the title at 10.04 as follows – ‘10.04 Conflicts of Interest – membership of Area Committees and Scrutiny Committees’.
25	Article 11 – Joint Arrangements.	To clarify responsibility around joint working arrangements.	Where Cabinet is referred to in 11.01, 11.02 11.03, and 11.04 of Article 11 it be preceded with ‘ <i>City Mayor/</i> ’ in all cases. This is to reflect the individual decision making ability and authority required of the City Mayor regarding any joint working arrangements required.
27/28	Article 12 – Officers.	To amend the post holder designated as the Monitoring Officer under Section 5(1) of the Local Government and Housing Act, 1989 and to clarify reporting requirements	To replace the ‘Director of Legal Services’ with the ‘ <i>Director of Corporate Governance</i> ’ as the designated Monitoring Officer. At 12.04 – Functions of the Chief Finance Officer, to insert ‘ <i>City Mayor/</i> ’ prior to Cabinet in the third sentence.

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		for the Chief Finance Officer.	
32	Article 13 – Decision Making.	To provide clarity around the allocation of functions and decision making.	At 13.03 – Types of decisions insert ' City Mayor ' prior to Cabinet in the second sentence at point a. At point b. delete ' Cabinet ' and replace with ' City Mayor '.
39	Part 3 – Responsibility for functions.	To amend the contents page accordingly following changes covered earlier.	To amend the title page Development Control Committee wording to ' Planning and Development Control Committee '.
40	Part 3 – Responsibility For Functions – Full Council Functions.	To amend the functions of full Council due to the change in political governance arrangements.	Delete point (d) regarding appointing the Leader and Members of the Cabinet and amend all following numbering accordingly from (d) to (m).
43/44	Part 3 – Responsibility For Functions	To amend the title of the Development	To amend the title of the Development Control Committee as follows ' PLANNING AND DEVELOPMENT CONTROL COMMITTEE '.

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	– Development Control Committee.	Control Committee.	After point (e) at the next sub title, amend it as follows ‘ <i>MATTERS RESERVED TO THE PLANNING AND DEVELOPMENT CONTROL COMMITTEE:-</i> ’.
48/49	Part 3 – Responsibility For Functions – Employees Committee.	To amend the Membership arrangements accordingly.	<p>At points 3. and 4., under Membership, delete reference to ‘Leader’ and replace with ‘<i>City Mayor</i>’.</p> <p>Under ‘Membership’, para 2 after ‘five’, add ‘ <i>made up of members appointed by the Monitoring Officer in consultation with the political group whips;</i>’</p> <p>Delete para 3 and renumber subsequent paragraphs.</p> <p>Para 4 (which becomes para 3 amended to: ‘<i>The Committee will elect one of their number to be the chair.</i>’</p>
50	Part 3 – Responsibility For Functions – Audit Committee.	To amend the title of the Audit Committee to reflect more accurately it’s function.	<p>To amend the title of the Audit Committee as follows ‘<i>AUDIT & RISK COMMITTEE</i>’.</p> <p>Replace the Terms of Reference with the latest version agreed by Council as follows:</p> <p style="text-align: center;"><u>AUDIT & RISK COMMITTEE</u></p> <p style="text-align: center;"><u>Terms of Reference for the Audit and Risk Committee</u></p> <p>1. Constitution</p> <p>The Council has established a Committee of the Council to be known as the Audit and Risk Committee to report to the Council. This supports the Council’s Corporate Governance responsibilities in relation to internal control, risk</p>

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			<p>management and governance.</p> <p>2. Membership</p> <p>The Audit and Risk Committee shall consist solely of non-Executive Councillors. The Chair (who should not be the Leader of the Council) and Vice Chair of the Committee shall be appointed by the Council from amongst the non-Executive Councillors.</p> <p>The membership of the Committee should, wherever possible, reflect the political representation of the Council as a whole.</p> <p>3. Attendance at Meetings</p> <p>The Head of Internal Audit & Governance and the Corporate Risk Manager shall normally be invited to attend meetings. All Councillors are entitled to attend meetings, should they choose to do so. All such attendees shall have the right to speak but not vote at meetings.</p> <p>4. Frequency of Meetings</p> <p>Meetings shall be held not less than three times a year. Additionally, special meetings may be convened if an issue arises that cannot wait until the next scheduled meeting.</p> <p>5. Duties</p> <p>The duties of the Committee shall be as set out in the annexed schedule to these Terms of Reference.</p>

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			<p>6. Authority</p> <p>The Committee approves, on behalf of the Council, the Council’s accounts and its internal control, risk management and governance frameworks and any such aligned policies and arrangements.</p> <p>The Committee is authorised by the Council to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee. The Committee will advise the Chief Executive Officer if it has exercised this authority to seek information (other than routine information) from any employee, setting out the information required and the circumstances underlying the request.</p> <p>The Committee is authorised by the Council, if considered necessary, to secure the attendance of third parties with relevant experience and expertise provided that the Committee shall notify the Chief Executive Officer before any fees for such attendance are agreed.</p> <p>7. Communications</p> <p>The Secretary of the Committee will normally circulate the agenda and papers for meetings at least five clear days before the meeting.</p> <p>The Chair will provide the approved minutes of the Committee to be considered by the Council following each meeting of the Committee.</p> <p>The Committee’s Terms of Reference will be made available on the Council’s</p>

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			<p>website. They will be reviewed and, where necessary, updated at least annually.</p> <p>An annual report of the Committee’s activity should be submitted to the Council each year.</p> <p><u>Annexed Schedule to the Audit and Risk Committee Terms of Reference</u></p> <p><u>Duties of the Audit and Risk Committee</u></p> <p>1. <u>Audit Framework</u></p> <p>1.1 Internal Audit</p> <ul style="list-style-type: none"> • On behalf of the Council approve the Head of Internal Audit and Governance’s annual report and opinion, considering the level of assurance given over the Council’s corporate governance arrangements and decide on appropriate actions. • To consider, challenge and approve (but not direct) Internal Audit’s strategy and plan and monitor performance on an annual basis. • Receive summaries of Internal Audit reports and the main issues arising and review and challenge management’s responsiveness to the internal audit findings and recommendations, seeking assurance that appropriate action has been taken where necessary. • Monitor and assess the role and effectiveness of the Internal Audit function. <p>1.2 External Audit</p> <ul style="list-style-type: none"> • On behalf of the Council, review with the external auditor and inspection agencies the findings of their work including any major issues which are unresolved; key accounting and audit judgments; and the levels of errors identified during the audit. The committee should obtain explanations from management and from external auditors, where necessary, as to why errors

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			<p>might remain unadjusted.</p> <ul style="list-style-type: none"> • To consider the scope and depth of external audit work and to assess whether it gives value for money. • To facilitate effective relationships between external and internal audit, inspection agencies and other relevant bodies and the value of these audit relationships is actively promoted. <p>2. Risk Management Framework</p> <ul style="list-style-type: none"> • On behalf of the Council consider and challenge the effectiveness of the Council's Risk management Strategy and Framework, including the Risk Management and Insurance Services function. • To consider and approve, on behalf of the Council, the Council's Risk Management Strategy and its key risk management policies including the Council's statement of overall risk appetite. • To approve, on an annual basis, the Risk Management and Insurance Services function terms of reference and its annual plan. • To review (and take any actions as a consequence of) reports from the Corporate Risk Manager in respect of the status of key current and emerging risks and internal controls relating to those risks (the Operational and Strategic Risk Registers). <p>3. Internal Control and Governance Framework</p> <ul style="list-style-type: none"> • To review the adequacy of the Council's Internal Control Framework through review of its system of Internal Control and system of Internal Audit and overseeing the production and approval of the Council's Annual Governance Statement prepared under the Local Code of Conduct Governance. • To review and approve, on an annual basis, the Council's anti-fraud, anti-corruption and whistle-blowing policies and procedures. • Annually assess all significant risk issues considering:-

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			<ul style="list-style-type: none"> ○ Changes since the last annual assessment and the Council’s response; ○ The scope and quality of management’s ongoing monitoring of risks and the system of internal control; ○ The incidence of significant control failings in relation to all significant risks and their impact. ● To regularly review reports from Internal Audit and Risk Management on risk and internal controls, considering:- <ul style="list-style-type: none"> ○ The effectiveness of systems of internal control across the Council ○ Reports on major control issues and their impact on the Council’s risk profile. ● To consider and decide on appropriate actions relating to the Council’s compliance with its own, and other published, regulatory policies, standards and controls, including: <ul style="list-style-type: none"> ○ Data Protection Act; ○ Freedom of Information Act; ○ Health & Safety at Work; and ○ Others as appropriate. <p>4. <u>Financial Reporting Framework</u></p> <ul style="list-style-type: none"> ● To review and approve the Council’s published financial statements, external auditor’s opinion and reports to Members and monitor management action in response to issues raised. ● To review and approve the annual statement of accounts, giving particular attention to critical accounting policies and practices, decisions requiring a significant element of judgement, how any unusual transactions should be disclosed and the clarity of the disclosures. ● To bring to the attention of the Council any concerns arising from the financial statements or from the audit. <p>5. <u>Other Matters</u></p>

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			<ul style="list-style-type: none"> • To consider, approve or make recommendations in respect of any other matters at the request of the Council. • To consider any relevant matters reserved for Member level decision as detailed in Rules of Procedure. <p>1. .</p>
56	Part 3 – Responsibility For Functions – Standard Committee.	To update the sub-committee terms of reference accordingly.	<p>To insert the following text as a new sub-section to the Standards Sub-Committee Terms of Reference:</p> <p><u>STANDARDS SUB-COMMITTEE (HEARING)</u></p> <p>Terms of Reference</p> <p>Subject to relevant legislation and taking into account any guidance issued by Standards for England with regard to hearings:</p> <ol style="list-style-type: none"> 1. Should a hearing of the Standards Committee be required, the Standards Hearing Sub-Committee shall be convened to hear and determine any allegation that a member of the Council has failed, or may have failed, to comply with the Council’s Code of Conduct. 2, Composition - The sub-committee shall comprise three members of the Standards Committee. One of the members of the Standards Hearing Sub-Committee shall be an independent member (and Chair of the Sub-Committee) and two shall be elected members. Although not required by law, efforts will be made, where possible, to provide political balance in the membership. Membership will be drawn from the Standards Committee membership by the Director of Corporate Governance.

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			<p>3. Quorum - The quorum for a meeting of the Standards Hearing Sub-Committee shall be all three members.</p> <p>4. Frequency of Meetings - The Sub-Committee shall meet as and when required to consider or to hear and determine any allegation(s) against a member of the Council.</p>
59/60	Part 3 – Local Choice Functions.	To provide clarity in relation to the alignment of responsibility for functions which are at the discretion of Council by Law.	<p>That the reference to ‘Cabinet’ in the first paragraph be preceded by ‘<i>City Mayor</i>’.</p> <p>That the allocation schedule for all delegated Local Choice functions be amended and that all reference to Cabinet as the Responsible Body and in the main text outlining the function concerned be removed and replaced with ‘<i>City Mayor/Cabinet</i>’, and that the reference to Development Control Committee at point 1. be updated to the ‘<i>Planning & Development Control Committee</i>’.</p>
62/63	Part 3 – Cabinet Functions.	To describe how the City Mayor and Cabinet will function.	<p>The following wording describes the relationship between the City Mayor and Cabinet, alongside an explanation of the functions and responsibilities of Cabinet and the delegation of decisions.</p> <p><i>‘CABINET FUNCTIONS</i></p> <p><i>THE CITY MAYOR</i></p> <p><i>The City Mayor is responsible for the allocation and discharge of all executive functions.</i></p> <p><i>CABINET</i></p>

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59-60	Part 3 – Cabinet Functions.	To describe how the City Mayor and Cabinet will function.	<p><i>The City Mayor will submit the names and portfolios of Cabinet Members to the Monitoring Officer prior to Annual Council and notify any changes in writing to the Monitoring Officer and subsequently reported to Council.</i></p> <p><i>Functions and responsibilities are currently allocated to Cabinet as detailed below for each of its current ten portfolios:</i></p> <ul style="list-style-type: none"> • <i>Strategy, Finance, Communications and Property</i> • <i>Community Cohesion and Human Resources</i> • <i>Adults</i> • <i>Children and Schools</i> • <i>Culture and Leisure</i> • <i>Environment and Sustainability</i> • <i>Frontline Service, Improvement and Neighbourhoods</i> • <i>Health and Community Safety</i> • <i>Regeneration and Transport</i> • <i>Housing.</i> <p><i>The City Mayor/Cabinet may arrange for the delegation of executive functions to Cabinet collectively and to individual Cabinet Members.</i></p> <p><i>INDIVIDUAL CABINET MEMBER DECISIONS</i></p> <p><i>1) Individual Cabinet members may be given delegated authority, as directed by the City Mayor, to take decisions within their portfolios which would otherwise need to be made by the City Mayor;</i></p> <p><i>2) Each decision will be subject to the City Mayor indicating written support for each decision;</i></p>

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59-60	Part 3 – Cabinet Functions.	To describe how the City Mayor and Cabinet will function.	<p>3) Cross-portfolio decisions will be subject to approval by all relevant Cabinet Leads; and</p> <p>4) The report on which each such decision is based will be published five clear days in advance as for other decision making reports.</p> <p><i>The procedure and proforma is available from Democratic Support.</i></p> <p><i>For each of Cabinet’s portfolios, certain matters within the scope of the portfolio’s terms of reference are reserved for consideration and decision by the City Mayor whereas all other matters are delegated to relevant Directors as indicated. Any Committees established by the Cabinet will have clear Terms of Reference and be incorporated into this Scheme, as will delegations to individual Cabinet Members. The City Mayor may review and vary its Scheme of Delegation from time to time.</i></p> <p><i>Even if Directors * have delegated authority, they must consult the relevant Cabinet Lead where the circumstances are particularly sensitive or if the decision in question involves changes to policy or strategy and, following consultation, they must report to Cabinet where the Cabinet Lead indicates a preference for this.</i></p> <p><i>In order to ensure clarity where the City Mayor takes an individual decision this process will also be followed.</i></p>
65-87	Cabinet Portfolios	To remove names from Cabinet portfolios	Remove names of Cabinet members.

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88	Part 3 – Community Meetings Terms of Reference.	To update the Community Meetings terms of reference in accordance with current practice and to reflect the impending mayoral executive arrangements.	<p>At point 2.6 d), replace ‘Leader of the Council’ with ‘City Mayor’.</p> <p>At 2.8 – Meetings, replace the existing bullet points with the following:</p> <ul style="list-style-type: none"> a) Meetings will take place in three monthly cycles. b) At least one meeting should be held per cycle. c) Where the Community Meeting needs to meet to conduct formal business, the Council’s committee procedure rules will apply including those relating to information, notice of meetings etc. <p>These changes remove references to meetings taking place between April and June 2008, remove reference to the suggested cycle of meetings and what each meeting will be about at each stage, remove reference to Environmental Services and the development, implementation and review of the wad action plan. This changes are needed because Community Meetings are now well established and the revised text reflects current practice.</p>
92-97	Part 3 - Scrutiny Committees: Terms of Reference.	To update the Terms of Reference of the Scrutiny Committees to reflect the impending mayoral executive arrangements.	<p>Amend Scrutiny Committees, point i. by inserting ‘City Mayor’ before ‘Cabinet’.</p> <p>Amend Scrutiny Committees, point iii. by inserting ‘the City Mayor,’ before ‘members of Cabinet’.</p> <p>Amend Scrutiny Committees, point iv. by inserting ‘City Mayor,’ before ‘Cabinet’.</p> <p>Amend Scrutiny Committee: Children and Young People Scrutiny Committee, third bullet point by inserting ‘the City Mayor and’ before ‘Cabinet’.</p>

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99-122	Part 4a – Council Procedure Rules.	To update the Council Procedure Rules to reflect the impending mayoral executive arrangements.	<p>The following amendments to the Council Procedure Rules are recommended:</p> <p>Insert the following text as the first paragraph after the title – <u>PART 4A COUNCIL PROCEDURE RULES</u>, '<i>For the purposes of the Council Procedure Rules, all rights and obligations of Councillors will also apply to the City Mayor</i>'.</p> <p>Amend 2. ORDINARY MEETINGS, point (b) by adding '<i>City Mayor</i>' after 'Lord Mayor'.</p> <p>Amend 8. AGENDA FOR ORDINARY MEETINGS, point viii), by adding '<i>The City Mayor or</i>', before 'Cabinet'.</p> <p>Amend 9. AGENDA FOR ANNUAL MEETING, point vii), by deleting 'Cabinet'.</p> <p>Amend 9. AGENDA FOR ANNUAL MEETING, point viii), by inserting new text as follows '<i>The City Mayor to inform Council of Cabinet Members and the scheme of delegation for executive functions</i>'. Amend numbering; new ix) to read '<i>Annual calendar of meetings of Cabinet, Scrutiny Committees and Regulatory Committees.</i>'</p> <p>Amend 10. POSITION STATEMENTS, point (i) to 'One or more verbal Position Statements may be presented to the Council by the <i>City Mayor</i> and any member of the <i>Cabinet</i> at the discretion of the <i>City Mayor</i>'. Reference to Leader of the Council has therefore been removed.</p> <p>Amend 14. PETITIONS, point (a) by adding '<i>and which comply with the Council's scheme for Petitions as at Appendix 6 of the Political Conventions</i>' after 'Rule' at the end of the sentence.</p> <p>Amend 14. PETITIONS, point (b) by deleting 'of the Council by a Councillor, an adult resident of the City of Leicester, an established non-political organisation which is</p>

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			<p>based in the City, or the Chair or Vice-Chair (or his/her nominee) of the Leicester Young People's Council,'.</p> <p>This change reflects the introduction of the petitions scheme, already approved by Council.</p> <p>Amend 14. PETITIONS, after point (j) by deleting the following:</p> <p>'(k) (i) No petition from a Councillor or member of the public shall be accepted</p> <p style="padding-left: 40px;">(a) which contains abusive, defamatory or offensive language or relates to a specific and identifiable person;</p> <p style="padding-left: 40px;">(b) at the Annual Meeting of the Council, a Special Meeting of the Council, or at any meeting of the Council summoned for the purposes of considering the budget;</p> <p>(ii) No petition from a member of the public shall be accepted:-</p> <p style="padding-left: 40px;">(a) from or on behalf of a political party or organisation or in connection with the activities and aims of such a party or organisation, or from a staff group, which instead should use the proper procedures, such as through management and trades union representatives;</p> <p style="padding-left: 40px;">(b) in relation to an individual's particular circumstances;</p> <p style="padding-left: 40px;">(c) about any matter where there is a right of appeal to the courts, a tribunal or to a government minister or on any matter which, in the opinion of the Monitoring Officer, is of a quasi-judicial nature;</p>

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			<p>(d) about any matter which has been the subject of an issue raised by a petition or question or of a decision of Council, the Cabinet or any Committee or Sub-Committee within the previous six months;</p> <p>Amend 15. QUESTIONS AT COUNCIL, (a) Questions from Councillors, points (ii) and (ix) by replacing reference to the 'Leader' and replacing with 'City Mayor'.</p> <p>Amend 15. QUESTIONS AT COUNCIL, (b) Questions from Members of the Public, points (iii) and (xiii) by replacing reference to the 'Leader' and replacing with 'City Mayor'.</p> <p>Amend 16. REPORTS TO COUNCIL, as follows:</p> <ul style="list-style-type: none"> • at the beginning of point (a) insert 'The City Mayor' • at the end of point (b) delete 'Leader' and replace with 'City Mayor' • delete 'Councillor' at the beginning of (f) and replace with 'Member of Council' • insert 'City Mayor' before 'Cabinet' at the fourth bullet point at (f) and remove the unnecessary full stop • delete 'Councillor' at (h) and replace with 'Member of Council' • at (j) insert 'City Mayor or' before 'Cabinet' in the second sentence and after 'However, the, in the final sentence. <p>These changes clarify who can submit reports to Council, how the report is dealt with, and how reports to the Annual Meeting of Council are treated.</p> <p>Amend 17. NOTICES OF MOTION, point (a) by changing the reference in the text from Rule 17 to 'Rule 18' and at point (b) add 'the City Mayor and' before 'Councillors'.</p> <p>Amend 18. MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE, as follows:</p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • at point (viii) after ‘Adoption of reports and recommendations of’ insert ‘<i>the City Mayor</i>’ • at point (ix) after ‘Confirmation of’ insert ‘<i>City Mayor</i>’ <p>Amend 40. SPECIAL MEETINGS, point (a) by deleting ‘a Committee or Sub Committee at it’s first ordinary meeting in the municipal year’ with ‘<i>the Monitoring Officer in consultation with the City Mayor, Group Leaders and Chief Executive</i>’.</p> <p>This change reflects current practice for agreeing the dates of meetings in advance for the forthcoming municipal year.</p>
124	Part 4b – Access to Information Procedure Rules.	To amend the contents page numbering.	That the contents page numbering detailed on page 121 be amended:
125-134	Part 4b – Access to Information Procedure Rules.	To update the Access to Information Procedure Rules to reflect the impending mayoral executive arrangements.	<p>Amend the Rules as follows:</p> <ul style="list-style-type: none"> • In the ‘Scope’ amend the text regarding Rule 12 as follows, ‘Rule 12 onwards applies to meetings and decisions of the Cabinet, any of its committees and of <i>the City Mayor and</i> individual Cabinet Members. • At Rule 5 – Access to agenda and reports before the meeting, amend the final sentence as follows, ‘Where reports are prepared after the summons has been sent out the Monitoring Officer shall make each such report available to the public as soon as the report is complete and sent to <i>the City Mayor and</i> Councillors. • At Rule 6 – Supply of copies, amend point (c) as follows, ‘if the Monitoring Officer thinks fit, any other documents supplied to <i>the City Mayor or</i> Councillors in connection with an item to any person.’.

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • At Rule 13 – The Forward Plan, delete reference to the ‘Leader’ and amend point (1) to ‘Forward Plans will be prepared by the City Mayor....’ and point (2) to ‘The Forward Plan will contain matters which the City Mayor has reason to believe will be subject of a Key Decision to be taken by the City Mayor,...’ • At Rule 16 – Report to Council, amend the final paragraph of text at point (1) to read ‘a Scrutiny Committee, or any five Members of the Council, may require the City Mayor or Cabinet to submit a report to the Council within such reasonable time as specified in the request.’ • At Rule 16 – Report to Council, delete reference to the ‘Leader’ at points (5) and (6) and insert ‘City Mayor’. • At Rule 18 – Notice of meetings of the Cabinet, insert ‘The City Mayor and’ at the beginning of the sentence. • At Rule 20 – Decisions by individual members of the Cabinet, amend points (1), (3) and (4) as follows: <ul style="list-style-type: none"> (1) ‘Where the City Mayor or an authorised individual member of the Cabinet receives a report which he/she intends to take into account in making any Key Decision, then he/she will not make the decision until at least five clear days after receipt of that report. (3) ‘As soon as reasonably practicable after an Executive Decision has been taken by the City Mayor or an individual member of the Cabinet or a Key decision has been taken by an officer, he/she will prepare, or instruct the Monitoring Officer to prepare, a record of the decision, a statement of the reasons for it and any alternative options considered and rejected.’ (4) ‘The provisions of Rules 7 and 8 (inspection of documents after meetings) will also apply to the making of decisions by the City Mayor and individual members of the Cabinet. This does not require the disclosure of exempt or confidential information or advice from a political assistant (if any).’

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
135	Part 4b – Appendix 1.	To change the name of the section to be notified of private/exempt reports.	To change ‘Committee Secretariat’ to <i>Democratic Support</i> .
139-143	Part 4c – Budget and Policy Framework Procedure Rules.	To update the Access to Information Procedure Rules to reflect the impending mayoral executive arrangements.	<p>To amend the rules as follows:</p> <ul style="list-style-type: none"> • At Rule 1 replace ‘Cabinet’ with <i>‘City Mayor / Cabinet’</i>. • At Rule 2 (1), (2), (3), (4), (5), (7), and (8) replace ‘Cabinet’ or ‘Leader’ as applicable with <i>‘City Mayor’</i>. • At Rule 2 (2) delete ‘to the Cabinet’ after ‘Scrutiny Committee wishes to respond’, and delete ‘and it’s report to Council will reflect the comments made by Committee and the Cabinet response’. • At Rule 2, replace (4)to (10) with the following: <i>(4) Where the City Mayor has submitted proposals to Council for consideration and, following consideration, the Council has any objections to the City Mayor’s final proposals, the Council must inform the City Mayor of those objections and give him/her instructions requiring the City Mayor to reconsider, in the light of those objections, the proposals submitted to it.</i> <p><i>(5) Within five working days beginning on the day after the date on</i></p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p><i>which the City Mayor receives the instructions, the City Mayor may submit a revision of the proposals with reasons for any amendments to the Council for the Council's consideration; or inform Council of any disagreement that the City Mayor has with any of the Council's objections and the City Mayor's reasons for any such disagreement.</i></p> <p><i>(6) When the five working days period has expired the Council must, when amending the proposals or, if there is one, revised proposals or approving or adopting any proposals take into account any amendments made to the proposals that are included in any revised proposals, the City Mayor's reasons for those amendments, any disagreement the City Mayor has with any of the Council's objections and the City Mayor's reasons for that disagreement which the City Mayor has submitted to the Council within five working days.</i></p> <p><i>(7) Where the Council proposes to amend the proposals, or, as the case may be, revised proposals, or approve or adopt with modifications proposals not in accord with the proposals or, as the case may be, revised proposals, the question whether to amend, or approve or to adopt the proposals must be decided by a two thirds majority of the members of the Authority present and voting on the question at a meeting of the Authority.</i></p> <p><i>(8) In approving anything which is part of the Budget and Policy Framework, the Council will also specify the extent of virement within the budget and degree of in-year changes to the policy framework which may be undertaken by the City Mayor / Cabinet, in accordance with these Rules. Any other changes to the Budget and Policy</i></p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p><i>Framework are reserved to the Council.</i></p> <ul style="list-style-type: none"> • Delete Rule 6 which reads ‘The decision will be made public and a copy shall be given to the Leader.’ • At Rule 3 (1) delete ‘The provisions for virements set out in the Council’s Finance Procedure Rules. The Financial limits for virement are given in the determinations which supplement the Finance Procedure Rules.’ and replace ‘Cabinet’ with <i>‘The City Mayor / Cabinet’</i>. • At Rule 3 (2) delete ‘determined by Cabinet’ and insert <i>‘specified in the Finance Procedure Rules’</i>. • At Rule 4 delete ‘the Cabinet, it’s committees, an individual member of the Cabinet or officers, area committees or joint arrangements discharging executive functions’ and replace with <i>‘the City Mayor / Cabinet’</i>. After ‘Budget and Policy Framework may be made’ insert <i>‘other than by Council’</i> and delete ‘by those bodies or individuals’. • At Rule 5 (1) insert <i>‘City Mayor /’</i> before ‘Cabinet’. • At Rule 5 (2) insert <i>‘or Capital Programme.’</i> after ‘Budget’ and <i>‘Capital Programme and/or’</i> after ‘Budget and/or’. • At Rule 6 (1) insert <i>‘City Mayor /’</i> before ‘Cabinet’ and after ‘Budget’ insert <i>‘or Capital Programme’</i>. • At Rule 7 (2) after ‘Council’s budget,’ insert <i>‘or Capital Programme’</i>. • At Rule 7 (5), (7), (8) (ii), insert <i>‘City Mayor /’</i> and at (iii) insert <i>‘or Capital Programme’</i>. •
144-150	Part 4d – Cabinet Procedure Rules.	To update the Cabinet Procedure Rules to reflect the	<p>To amend the rules as follows:</p> <ul style="list-style-type: none"> • At Rule 1 point a delete ‘adopted by the Council’ and replace with <i>‘as decided by the City Mayor / Cabinet’</i> and insert <i>‘City Mayor /’</i> before ‘Cabinet’ in the second sentence.

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
		impending mayoral executive arrangements.	<ul style="list-style-type: none"> • At Rule 1, insert a new point (i) to read <i>‘the City Mayor’</i> and amend all remaining points accordingly. • At Rule 2 replace ‘Leader’ with <i>‘City Mayor / Cabinet’</i>. • At Rule 2 (b) insert <i>‘City Mayor or’</i> after ‘Cabinet Committees as the’. • At Rule 3 (b) insert <i>‘City Mayor /’</i> before ‘Cabinet’. • At Rule 7 (a) replace ‘Leader’ with <i>‘City Mayor’</i> and ‘Leader’s’ with <i>‘City Mayor’s’</i>. • At Rule 7 (b) replace ‘Leader’ with <i>‘City Mayor’</i>. • At Rule 8 (a) delete ‘Council shall decide’ and replace with <i>‘City Mayor shall inform Council’</i>. • At Rule 8 (b) and (c), Rule 9 (i), and Rule 11 (a), (b) and (c) replace ‘Leader’ with <i>‘City Mayor’</i>. • At Rule 12 (a) insert <i>‘City Mayor or’</i> after ‘executive decisions by the’ and at (b) after ‘executive decision has been taken by the’ and delete ‘of the Cabinet’ after ‘the decision’. • At Rule 13 (a) and Rule 16 (a) replace ‘Leader’ with <i>‘City Mayor’</i>
151-157	Part 4e – Scrutiny Procedure Rules.	To update the Scrutiny Procedure Rules to reflect the impending mayoral executive arrangements.	<p>To amend the rules as follows:</p> <ul style="list-style-type: none"> • At Rule 8(a) Petitions – point (ii) (a) insert <i>‘and the Council’s Scheme for Petition as at Appendix 6 of the Political Conventions’</i> and point (ii) (b) insert <i>‘or who works or studies on the City’</i> after ‘the City of Leicester’ and delete (j) which reads ‘(j) No petition from a member of the public shall be accepted:- <ul style="list-style-type: none"> - from or on behalf of a political party or organisation or in connection with the activities and aims of such a party or organisation, or from a staff group, which instead should use the proper procedures, such as through management and trades union representatives;

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			<ul style="list-style-type: none"> - in relation to an individual's particular circumstances; - about any matter where there is a right of appeal to the courts, a tribunal or to a government minister or on any matter which, in the opinion of the Monitoring Officer, is of a quasi-judicial nature; - about any matter which has been the subject of an issue raised by a petition or question or of a decision of Council, a Committee or Sub-Committee within the previous six months; - which contains abusive, defamatory or offensive language or relates to a specific and identifiable person.'
159-204	Part 4f – Finance Procedure Rules.		<p>GENERAL POINT - That the column reflecting framework of responsibilities and in particular the relevant responsible group of staff linked to each specific financial procedure be amended as required.</p> <p>At Section A – Introduction and Guide</p> <p>The numbering to read 1.1, 1.2 etc instead of 1,2 etc.</p> <p>Delete Section B – Frequently Asked Questions, remove all reference to this section in the text at this point, and realign Section C to Section B and amend all relevant references to this section in the text at this point.</p> <p>At 1.4 – Insert 'These are available on Insite' – which is where the frequently asked questions are now located.</p> <p>At 1.9 insert 'City Mayor' before 'Cabinet' on both occasions.</p> <p>Delete the final sentence at the end of point 11 which reads 'Heads of Finance are</p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p>accountable to the Chief Finance Officer for the exercise of responsibilities delegated by him/her.'</p> <p>At the end of point 15 delete the final sentence which reads 'Whilst FPRs reflect this there is a separate code of practice for Devolved Financial Management which sets out roles and responsibilities for the CFO, Directors, and Heads of Finance. It also covers areas of potential overlap, personnel matters, committee attendance and reporting and finance training. Directors and Heads of Finance should become familiar with the code of practice and follow the protocols as directed' and <u>insert</u> <i>'which is reflected in FPRs.'</i></p> <p>At the 'Financial Systems' section make the following changes;</p> <ul style="list-style-type: none"> • Point 2.2 change 'Financial Management Information System (FMIS) to <i>'Resource Management System, (RMS) which is Agresso Business World.'</i> • Change reference to 'FMIS' to 'RMS' at points 2.3 and 2.4 • At point 2.3 delete 'In accordance with guidance given by the Chief Finance Officer' and replace with <i>'and for complying with any guidance issued by the Chief Finance Officer.'</i> • At point 2.6 delete 'via the Internal Audit Section' after 'Chief Finance Officer'. • At points 2.7 and 2.8 change 'service' to <i>'services'</i>. <p>At the 'Financial Administration' section make the following changes;</p> <ul style="list-style-type: none"> • Insert the following first paragraph as 3.1, <i>'In the following sub-sections 3.2, 3.3, 3.4 and 3.6 references are made to the use of RMS. Where RMS is not used, alternative arrangements must be approved by the Chief Finance Officer.'</i>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • Renumber 3.1 to 3.2 and change ‘Approved Officers’ to ‘Authorised Officers’. • Amend points (a), (b), (c), (d) and (e) as follows <ul style="list-style-type: none"> (a) <i>Raising purchase requisitions, normally on RMS, for works, supplies or services to the extent that contractual arrangements already exist, as described below;</i> (b) <i>Certifying, normally on RMS, the receipt of works, supplies or services</i> (c) <i>Approving purchase requisitions, normally on RMS, or other orders, both those for work procured by approved procuring officers, where the person authorising will need to ensure that the order complies with Contract Procedure Rules, and those that relate to existing contractual arrangements</i> (d) <i>Approving personnel variations, time sheets, officer expense claims, petty cash, imprest accounts, change floats, cash advance forms, debtors accounts, internal recharges and end of year stock certificates.</i> (e) <i>Certification for cheques, BACs authorisation, CHAPs authorisation and grant claims</i> • Change 3.1.2 – 3.1.7 to ‘3.2.2 – 3.2.7’ and amend the ensuing document numbering accordingly. • Amend the text at 3.1.2 to ‘Officers authorised to raise purchase requisitions under rule 3.2.1 (a) above are (subject to rule 3.2.1.(c) above) authorised to:’ • At 3.1.7 change ‘Approved Officers’ to ‘Authorised Officers’.

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • Change all references to ‘Works, Services and Supplies’ and replace with <i>‘Works, Supplies and Services’</i> as appropriate. • At 3.2.1 replace ‘An official order is an order for supplies or services in an approved form which is raised by an authorised officer. A payments register is a formal record of routine payments for recurring charges. A purchase requisition is a written request for an official order to be raised which is signed by an authorised officer’ with: <i>‘A purchase requisition is a priced and itemised request, normally created on RMS following the approval of a purchase requisition by an authorised officer.</i> <i>An official order is an order for works, supplies or services, normally created on RMS following the approval of a purchase requisition by an authorised officer.</i> <i>A payments register is a formal record of routine payments for routine charges.’</i> • At 3.3.2 delete ‘except on the authority of an authorised officer’ and replace with <i>‘unless the works, supplies or services have been certified as received by an authorised officer. This certification will normally be done using RMS.’</i> • At 3.3.4 insert <i>‘(RMS)’</i> after ‘system for the payment of accounts’. • At 3.3.4 (a) add <i>‘The official order number should be quoted on the invoice.’</i> • At 3.4.4 add <i>‘Except where employees are responsible for providing data directly themselves,’</i>. • At 3.5.2 after ‘invoicing system’ insert <i>‘(RMS)’</i> and delete ‘and shall have regard to the continuity viability of the corporate arrangements’. • To At 3.5.4 replace ‘Director of Legal Services’ with <i>‘Chief Finance Officer’</i> and delete (under his or her delegated authority, subject to review by the

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p>relevant Scrutiny Committee). The procedures related to this responsibility are subject to approval by the Chief Finance Officer.'</p> <ul style="list-style-type: none"> • At point 3.5.5 insert <i>'Divisional Directors are responsible for making changes to fees and charges in order to fulfil their obligations under FPR 4.4.3 below. Such changes only need to be referred to the relevant Scrutiny Committee for consideration and comment at the discretion of Strategic Directors. The level of fees and charges shall be regularly reviewed by Strategic Directors in accordance with the IGS.'</i> • At 3.5.7 delete 'shall comply with procedures specified by the Chief Finance Officer, and shall'. • At 3.5.8 replace 'departments' for <i>'divisions'</i>. • At 3.5.10 between 'Council' and 'any' replace 'on ' with 'in'. • At 3.5.11 replace 'Welford House' with 'New Walk Centre'. • At 3.6.2 delete 'Excess of an amount specified below' and 'determined by cabinet', after 'unable to recover' insert <i>'reasonable effort and expense'</i>, and replace 'Director of Legal Services' with <i>'Head of Legal Services.'</i> • At 3.6.2 (i) insert <i>'or Chief Finance Officer'</i> after 'By the relevant Divisional Director'. • At 3.6.3 (ii) replace 'Director of Legal Services' with <i>'Head of Legal Services'</i> and replace 'Head of Audit (HoAG)' with <i>'Head of Audit (HoA)'</i> and 'HoAG' with <i>'HoA'</i>. • At 3.6.4 insert <i>'Chief Finance Officer or'</i> at the beginning of the sentence, replace 'Director of Legal Services' with <i>'Head of Legal Services'</i> and delete 'Cabinet Lead Member for Finance and the'. • Amend 3.8.4 to read <i>'All cheques (except imprest cheques) for the Council's main bank accounts shall be produced directly from RMS in a format approved by Chief Finance Officer, who shall make proper arrangements for the preparation and despatch of cheques, and for the custody of blank cheques.'</i>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • At 3.8.5 insert <i>‘Imprest cheques shall be ordered’</i>. • At 3.8.6 after ‘Chief Finance Officer or,’ insert <i>‘in the case of imprest cheques’</i>. • At 3.9.3 delete the ‘;’ between ‘floats’ and ‘imprest’ and insert ‘/’, and delete the following final sentence ‘With the approval of the Chief Finance Officer, Divisional Directors may also provide petty cash floats / impressed accounts within their own functions. The arrangements for administering such accounts must be approved by the Chief Finance Officer.’ • At 3.9.9 delete the final sentence which reads ‘However, petty cash floats / impressed accounts should not be used for goods that can be purchased through the Council’s central purchasing arrangements’. • At 3.10.1 delete ‘in a form and manner approved’ and insert <i>‘which comply with any guidance given’</i>. • At 3.10.3 (i) delete ‘Cabinet Lead Member for Finance and the’. • At 3.10.4 delete ‘Detailed requirements will be laid out in the annual closedown booklet issued by Resources Accountancy and which is part of the Finance Procedure Note manual’. • At 3.10.5 insert <i>‘any’</i> after ‘Divisional Directors shall comply with’ and amend the contact number to <i>‘(x 29 7465)’</i> • At 3.10.7 delete ‘Department’ and replace with <i>‘Divisional Director’</i> and delete ‘in a form specified by the Chief Finance Officer’. • Change ‘3.11’ to <i>‘3.12’</i>. • At 3.11.5 (ii) delete ‘the Cabinet Lead Member for Finance and’. • At 3.11.7 replace ‘Service Director’ with ‘Divisional Director’. • At 3.11.8 replace ‘the threshold for Divisional Director approval above’ and replace with <i>‘£2000’</i>, delete ‘the Cabinet Lead Member for Finance and’, and amend the contact number to <i>‘(x 29 7465)’</i>. • At 3.11.10 replace ‘Department’ with <i>‘Divisional Director’</i> and delete ‘in a form specified by the Chief Finance Officer’.

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • At 3.11.11 delete ‘and the Chief Finance Officer shall advise Corporate Directors of the circumstances in which this is necessary’. • At 3.12.1 delete ‘in a form and manner approved by the Chief Finance Officer’. • At 3.12.2 replace ‘Housing Department’ with ‘<i>Housing Service</i>’. • At 3.12.3 replace ‘Director of Legal Services’ with ‘<i>Head of Legal Services</i>’ and replace ‘Service’ with ‘<i>Divisional Director</i>’. • Change ‘3.13’ to ‘<i>3.14</i>’. • At 3.13.3 replace ‘departmental’ with ‘<i>divisional</i>’. <p>At the ‘Revenue Budgets’ section make the following changes:</p> <ul style="list-style-type: none"> • At 4.1.1 delete ‘including those funded through the Area Based Grant (ABG)’ and replace ‘Cabinet’ with ‘<i>Council</i>’. • At 4.2 – Demand led budgets replace ‘Cabinet’ with ‘<i>Council</i>’. • At 4.2 – Earmarked Reserve replace ‘Cabinet’ with ‘<i>the City Mayor / Cabinet</i>’. • At 4.3.1 replace ‘report of the Cabinet’ with ‘<i>report of the City Mayor</i>’ and amend the final sentence to read as follows ‘<i>Separate reports may be made in respect of the general fund and the Housing Revenue Account.</i>’ • At 4.3.2 replace ‘collegiates’ with ‘<i>collegiately</i>’ and replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. • At 4.3.3 and 4.3.4 replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. • Delete 4.3.5 (iii) which reads ‘Budget lines which are not the responsibility of Divisional Directors to control’. • Delete 4.3.6 which reads ‘Following approval of the budget by the Council, the Council shall (prior to the commencement of the year) approve a separate document identifying all budget lines for the purposes of these Finance Procedure Rules’ and amend the numbering accordingly. • At 4.3.7 replace ‘the Finance Management Information System’ with ‘<i>RMS</i>’. • At 4.4.2 replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’.

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • At 4.4.5 add '<i>or Divisional</i>' between 'Strategic' and 'Director'. • At 4.5.1 (i) amend the beginning of the sentence to read '<i>Managing the cost of each of his/her services</i>'. • At 4.5.2 delete 'As far as Area Based Grant is concerned specific budgets should be allocated to the Designated Service Budget Holders by Theme Delivery Lead Officers. Responsibilities for financial management of ABG are set out in the Local Area Agreement Financial Framework Guidelines (LAAFFG) document.' • At 4.5.7 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>'. • Delete 4.5.9 which reads 'Under LAFF guidelines delegation for redirecting resources within controllable budget lines is given to Thematic Delivery Group Chairs' and amend the numbering accordingly. • At 4.5.11 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>' at the beginning of the sentence and replace 'Cabinet' with '<i>it</i>' in the second sentence. • At 4.6.1 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>'. • At 4.6.2 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>' • At 4.6.6 delete 'the maximum amount set by Cabinet for virement.' with '<i>an amount of £100,000.</i>' and delete 'Cabinet' and replace with '<i>City Mayor / Cabinet</i>' in the first instance and '<i>City Mayor / Cabinet's</i>' in the second instance. • At 4.7.2 delete 'See new draft FPN on CCM training etc.' • At 4.7.3 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>' and delete 'together with the associated performance measures'. • At 4.7.5 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>'. • At 4.8.1 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>' and delete 'together with the associated performance measures'. • At 4.8.3 replace 'Cabinet' with '<i>City Mayor / Cabinet</i>'. • At 4.10 (i) replace 'Cabinet' with '<i>the Council; These are the following:</i>'. • At 4.10 (ii) replace 'Cabinet' with '<i>City Mayor / Cabinet</i>'. • Delete 4.10 (iii) which reads 'A quasi contractual agreement is a formal

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p>documented relationship between a Council Department and a trading organisation which, if the relationship was between the Department and an outside body, would constitute a contract and which details all the matter between the parties which would be covered by a contract’.</p> <ul style="list-style-type: none"> • At 4.11.1 replace ‘Cabinet’ with <i>‘the Council’</i>. • At 4.12.2 replace ‘departments’ with <i>‘services’</i>. • Delete 4.12.4 which reads ‘The budget for each trading organisation shall be approved by the Cabinet, on the basis of a joint report of the Divisional Director and Chief Finance Officer. Such reports shall also propose policies in respect of the use of any retained surpluses of the organisation.’ • At 4.14.2 replace ‘Cabinet’ with <i>‘City Mayor / Cabinet’</i>. • At 4.14.3 replace ‘the threshold for virement approved by Cabinet’ and ‘Cabinet’ with <i>‘£100,000’</i> and <i>‘City Mayor / Cabinet’</i>. • At 4.14.4 delete ‘department’s’ and insert <i>‘of the trading services under his/her control’</i> at the end of the sentence. • At 4.15.1 and 4.15.2 replace ‘Cabinet’ with <i>‘City Mayor / Cabinet’</i> • At 4.15.2 (v.) replace ‘department’ with <i>‘division’</i>. • Delete 4.16 which reads ‘Cabinet may determine at any time that the above rules shall cease to apply to any trading organisation, on the basis of a report from the Chief Finance Officer. In such cases, retained surpluses (or where these have been pooled, such proportion of retained surpluses as the report shall identify) of the organisation shall be added to corporate reserves. <p>At the ‘Capital Programme’ section make the following changes:</p> <ul style="list-style-type: none"> • At 5.1 – Corporate Resources delete ‘and include unsupported borrowing’. • At 5.2.1 delete ‘Cabinet’ and replace with <i>‘City Mayor / Cabinet’</i> and delete the final sentence which reads ‘The Chief Finance Officer (or Director as the case may be) shall seek the views of the Overview & Scrutiny Management Board

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p>prior to reporting to Cabinet.’</p> <ul style="list-style-type: none"> • At 5.2.3 delete Cabinet and replace with ‘<i>City Mayor / Cabinet</i>’. • At 5.2.4 delete Cabinet and replace with ‘<i>City Mayor / Cabinet</i>’, delete the seventh bullet point which reads ‘Schemes which are significant, being those for which it is expected that the outcomes will be reported’, and delete the eight bullet point which reads ‘The expected outcomes for significant schemes’. • At 5.3.1 delete ‘an amount agreed by Cabinet’ and insert ‘<i>£250,000</i>’, delete ‘(the lower decision limit)’, delete ‘Cabinet’ and replace with ‘<i>City Mayor / Cabinet</i>’. • At 5.3.2 (a) delete ‘Cabinet’ and replace with ‘<i>City Mayor / Cabinet</i>’. • At 5.3.2 (b) delete ‘the lower decision limit’ and replace with ‘<i>£250,000</i>’, and replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. • At 5.3.3 replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’, delete ‘(the lower decision limit)’, and delete ‘Such a report shall identify the same issues as identified in paragraph 5.2.4’. • At 5.3.4 delete ‘higher decisions’. • At 5.3.5, first bullet point, delete ‘lower decision limit’ referred to in paragraph 5.3.1’ and insert ‘<i>£250,000</i>’. • At 5.3.5, second bullet point delete ‘the lower limit’, ‘higher decision’ and ‘Cabinet’ and insert ‘<i>£250,000</i>’ and ‘<i>City Mayor / Cabinet</i>’. • At 5.3.5, third bullet point delete ‘higher decision’ and insert ‘<i>approved by Council</i>’ and replace ‘departments’ with ‘<i>divisions</i>’. • Delete 5.3.7 and 5.3.8 which refer to approval process and levels for amendments to the capital programme. • At 5.4.1, first bullet point replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. • At 5.6.2 replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. • At 5.7.1 replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. • At 5.8.2 replace ‘Cabinet’ with ‘<i>City Mayor / Cabinet</i>’. <p>At the ‘Treasury Management’ section make the following changes:</p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> • At 6.1.1 replace ‘Cabinet and CIPFA’s “Code of Practice for Treasury Management in Local Authorities” which the Authority has adopted. In any circumstances where the two conflict the Authority’s policy shall take precedence. • At 6.1.3 delete ‘Cabinet Member for Finance and the’. • At 6.2.2 replace ‘Council’ with ‘City Mayor / Cabinet’. • At 6.2.4 replace ‘Cabinet’ with ‘City Mayor / Cabinet’. • At 6.3.2 delete ‘or where such assets can be acquired by means of an operational lease’ and insert ‘a’ after ‘Finance Procedure Rules when securing’. • At 6.3.2 delete point iv which reads ‘advise the Council on the financial implications of any leasing’. • At 6.3.5 point iii. replace ‘departmental’ with ‘divisional’. • At 6.4.1 replace ‘Council’ with ‘City Mayor / Cabinet’. • At 6.4.2 replace ‘the Cabinet’ with ‘City Mayor / Cabinet’. <p>At the ‘Internal Audit’ section make the following changes:</p> <ul style="list-style-type: none"> • Delete ‘under Regulation 6 of the Accounts and Audit Regulations 2003 as Amended by the Accounts and Audit (Amendment) (England) Regulations 2006.’ and ‘This latter requirement is met by virtue of compliance with the code of Practice for Internal Audit in Local Government in the United Kingdom, issued by CIPFA in 2006.’ • At 7.2.1 delete ‘& Governance’. • At 7.2.3 delete ‘basis’. • At 7.2.7 delete ‘& Governance’ and replace ‘Cabinet’ with ‘Executive Function’. • At 7.2.10 delete ‘, as required by the Accounts & Audit Regulations 2003 (as amended 2006)’. • At 7.3.3 delete ‘& Governance’.

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<ul style="list-style-type: none"> At 7.4.4 delete 'Chief'.
205-225	Part 4g – Contract Procedure Rules.	To amend the Contract Procedure Rules to reflect the impending mayoral executive arrangements and to reflect the current position.	<p>Amend the Contract Procedure Rules as follows:</p> <p>Section 2 – Competition Requirements</p> <ul style="list-style-type: none"> At 5.4 insert '<i>the City Mayor /</i>'. At 6.1.2 amend the second sentence to read '<i>The Directors action shall be reported to the City Mayor or a subsequent meeting of the Cabinet and Select Committee.</i>' Amend 10.5 to read as follows '<i>Approval of the City Mayor / Cabinet must be obtained prior to undertaking any procurement exercise over the EU threshold. This can be by inclusion of the requirement in the Procurement Plan, which is prepared periodically by the Head of Corporate Procurement. Contract Awards must be approved by the City Mayor / Cabinet prior to commencement of the Alcatel standstill period. The Cabinet has delegated approval of contract awards to individual Cabinet leads for procurement exercises included in the Procurement Plan.</i>' At 11.4 delete 'Cabinet' and replace with '<i>the City Mayor / Cabinet.</i>' At 12.2 delete 'Cabinet' and replace with '<i>the City Mayor / Cabinet.</i>' <p>Section 6 – Member Approvals</p> <ul style="list-style-type: none"> At 1. delete 'The Cabinet' and replace with '<i>The City Mayor / Cabinet.</i>'
251-252	Part 4l – Officer Employment Procedure Rules.	To amend the Officer Employment Procedure Rules to reflect the impending	<p>Amend the Officer Employment Procedure Rules as follows:</p> <ul style="list-style-type: none"> At 1(a)(ii) insert '<i>the City Mayor</i>' after 'No candidate so related to the'. At 1(b)(i) insert '<i>the City Mayor or</i>' before 'any councillor for any appointment'. At 1(b)(ii) amend the beginning of the point to read '<i>Neither the City Mayor nor any</i>'.

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		mayoral executive arrangements and to update the procedure rules to reflect the current position.	<ul style="list-style-type: none"> • At 4(b) replace 'any member of the Cabinet' with '<i>the City Mayor or any other member of Cabinet.</i>' • At 6(c) insert '<i>The City Mayor or</i>' at the beginning. • At 7 insert '<i>The City Mayor or</i>' at the beginning of the paragraph.
254-277	Part 5 – Codes and Protocols – Political Conventions.	To amend the Political Conventions to reflect the impending mayoral executive arrangements and to update the procedure rules to reflect the current position.	<p>Amend the Political Conventions as follows:</p> <ul style="list-style-type: none"> • At the Contents page, point 7 insert '<i>CITY MAYOR AND</i>' at the beginning of page title text and renumber the pages. • After 'Political Conventions' insert the following initial paragraph '<i>NOTE: for the purposes of the Political Conventions, any rights and responsibilities of Councillors will also be applicable to the City Mayor. This does not apply to the Code of Conduct.</i> • At 2.4 replace 'Leader' with '<i>City Mayor</i>'.

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307-314	Part 5 – Appendix 6 – Petitions Scheme.	To insert a Petitions Scheme in order to provide guidance on the receipt and treatment of petitions at the Council.	<p>The following section has been drafted to provide specific guidance in relation to the receipt and treatment of petitions at the Council. This will be inserted at Appendix 6 and all existing Appendices from this point onwards will be renumbered accordingly.</p> <p style="text-align: right;">Appendix 6</p> <p><i>Petitions Scheme</i></p> <p><i>The council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition. The people who sign the petition should live, work or study in Leicester.</i></p> <p><i>Paper petitions can be sent to:</i></p> <p><i>Director of Corporate Governance Town Hall, Town Hall Square Leicester. LE1 9BG</i></p> <p><i>Or, from 15 December 2010, in electronic form if created, signed and submitted online by following a procedure to be introduced for the purpose and to be set out on the Council’s website.</i></p> <p><i>Petitions can also be presented to a meeting of the council. These meetings take place on a regular basis and dates and times are published by Notice and on the Council’s website. If you would like to present your petition to the council, or would like your councillor or someone else to present it on your behalf, please</i></p>

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			<p><i>contact Democratic Support on 0116 229 8818 at least 10 working days before the meeting and they will talk you through the process.</i></p> <p><i>If your petition has received 1500 signatures or more it will also be scheduled for a council debate [link to section on Full Council Debates] and if this is the case we will let you know whether this will happen at the same meeting or a later meeting of the council.</i></p> <p><i>What are the guidelines for submitting a petition?</i></p> <p><i>Petitions submitted to the council <u>must</u> include:</i></p> <ul style="list-style-type: none"> <i>• a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take</i> <i>• the name and address and signature of any person supporting the petition.</i> <p><i>Petitions should be accompanied by full contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will <u>not</u> be placed on the website. If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.</i></p> <p><i>Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. Please read our Terms and Conditions (link to the end of the document) before submitting a petition.</i></p> <p><i>In the period immediately before an election or referendum we may need to deal</i></p>

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			<p><i>with your petition differently – if this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.</i></p> <p><i>What will the council do when it receives my petition?</i></p> <p><i>An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.</i></p> <p><i>If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.</i></p> <p><i>If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures and how you can express your views is available.</i></p> <p><i>We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.</i></p> <p><i>To ensure that people know what we are doing in response to the petitions we</i></p>

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			<p><i>receive the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Where appropriate we will publish related material relating to the petition (all personal details will be removed).</i></p> <p><i>How will the council respond to petitions?</i></p> <p><i>Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:</i></p> <ul style="list-style-type: none"> <i>• taking the action requested in the petition</i> <i>• considering the petition at a council meeting</i> <i>• holding an inquiry into the matter</i> <i>• undertaking research into the matter</i> <i>• holding a public meeting</i> <i>• holding a consultation</i> <i>• holding a meeting with petitioners</i> <i>• referring the petition for consideration by one of the council's scrutiny committees*</i> <i>• calling a referendum</i> <i>• writing to the petition organiser setting out our views about the request in</i>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)						
			<p data-bbox="898 272 1077 304" style="text-align: center;"><i>the petition</i></p> <p data-bbox="801 347 2047 453"><i>Scrutiny committees are committees of councillors who are responsible for scrutinising the work of the council – in other words, these committees have the power to hold the council’s decision makers to account.</i></p> <p data-bbox="801 496 2047 601"><i>In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in a petition. The table below gives some examples.</i></p> <table border="1" data-bbox="801 639 1937 1380"> <thead> <tr> <th data-bbox="801 639 1155 679"><i>Petition subject</i></th> <th data-bbox="1155 639 1937 679"><i>Appropriate steps</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="801 679 1155 1198"><i>Alcohol related crime and disorder</i></td> <td data-bbox="1155 679 1937 1198"><i>If your petition is about crime or disorder linked to alcohol consumption, the council will, among other measures, consider the case for placing restrictions on public drinking in the area by establishing a designated public place order or, as a last resort, imposing an alcohol disorder zone. When an alcohol disorder zone is established the licensed premises in the area where alcohol related trouble is being caused are required to contribute to the costs of extra policing in that area. The council’s response to your petition will set out the steps we intend to take and the reasons for taking this approach.</i></td> </tr> <tr> <td data-bbox="801 1198 1155 1380"><i>Anti-social behaviour (ASB)</i></td> <td data-bbox="1155 1198 1937 1380"><i>As the elected representatives of your local area, as social landlord and licensing authority, the council plays a significant role to play in tackling anti-social behaviour. The council, in conjunction with our partners in the local crime and disorder</i></td> </tr> </tbody> </table>	<i>Petition subject</i>	<i>Appropriate steps</i>	<i>Alcohol related crime and disorder</i>	<i>If your petition is about crime or disorder linked to alcohol consumption, the council will, among other measures, consider the case for placing restrictions on public drinking in the area by establishing a designated public place order or, as a last resort, imposing an alcohol disorder zone. When an alcohol disorder zone is established the licensed premises in the area where alcohol related trouble is being caused are required to contribute to the costs of extra policing in that area. The council’s response to your petition will set out the steps we intend to take and the reasons for taking this approach.</i>	<i>Anti-social behaviour (ASB)</i>	<i>As the elected representatives of your local area, as social landlord and licensing authority, the council plays a significant role to play in tackling anti-social behaviour. The council, in conjunction with our partners in the local crime and disorder</i>
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				<p><i>partnership have set out minimum service standards for responding to issues of anti-social behaviour, you can find more details about these standards on the Council's website.</i></p> <p><i>When responding to petitions on ASB, we will consider in consultation with our local partners, all the options available to us including the wide range of powers and mechanisms we have to intervene as part of our role as social landlord and licensing authority. For example, we will work with the neighbourhood policing team in the affected area to identify what action might be taken including what role CCTV might play, consider identifying a dedicated contact within the council to liaise with the community and neighbourhood partners on issues of ASB in the area in question and, where appropriate, we will alert the crime and disorder reduction partnership and crime and disorder overview and scrutiny committee to the issues highlighted in the petition.</i></p>
			<p><i>Under-performing schools</i></p>	<p><i>We will consider, in consultation with local partners, all the options available to us when working with schools to secure their improvement. For example, on our behalf, the school improvement partner will play a pivotal role, challenging and brokering support for poorly performing schools. Where a school is</i></p>

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				<p><i>under performing we will consider whether it is appropriate in the circumstances to issue a warning notice outlining expectations and a timeframe for the school to improve its performance standards. Other measures available to us, where schools fail to comply with a warning notice or are in an Ofsted category of notice to improve (requiring significant improvement) or special measures including; appointing additional governors, establishing an interim executive board, removal of the school's delegated budgets, requiring the school to enter into a formal contract or partnership or, only if the school is in special measures, closure.</i></p>
			<p><i>Under-performing health services</i></p>	<p><i>We will work with local health partners to consider the matter raised in the petition including, where appropriate, exploring what role the Local Involvement Network (LINK) might have in reviewing and feeding back on the issue (the LINK is run by local individuals and community groups and independently supported – their role to find out what people want in terms of local health services, monitor those services and to use their powers to hold them to account). The health overview and scrutiny committee will also be alerted to the petition and where the matter is sufficiently or potentially serious, the issue will be referred to them to consider for review.</i></p>

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			<p><i>If your petition is about something over which the council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners http://www.oneleicester.com/leicester-partnership/ and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then we will set out the reasons for this to you. You can find more information on the services for which the council is responsible from the Council's website.</i></p> <p><i>If your petition is about something that a different council is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.</i></p> <p><i>Full council debates</i></p> <p><i>If a petition contains more than 1,500 signatures it will be debated by the full council unless it is a petition asking for a senior council officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend. The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission</i></p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p><i>further investigation into the matter, for example by a relevant committee. Where the issue is one on which the council executive are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.</i></p> <p>Officer evidence</p> <p><i>Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.</i></p> <p><i>If your petition contains at least 750 signatures, the relevant senior officer will give evidence at a public meeting of the council’s overview and scrutiny committee. Senior staff that can be called to give evidence are the Chief Executive and Deputy Chief Executive, Strategic Directors and the Director of Corporate Governance. You should be aware that the Overview and Scrutiny Management Board may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant councillor to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chair of the committee by contacting him / her up to three working days before the meeting.</i></p> <p>E-petitions</p> <p><i>This facility allows petitions to be created and submitted through the Council’s</i></p>

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			<p><i>website. E-petitions will follow equivalent guidelines to paper petitions. Full details of the process for submitting E-petitions is given in the Guidance Note available from the Democratic & Civic Support Team on 0116 229 8818 via e-mail at committees@leicester.gov.uk or from the Council's website at http://www.cabinet.leicester.gov.uk/mgEpetitionListDisplay.aspx?bcr=1</i></p> <ul style="list-style-type: none"> • <i>The petition organiser will need to provide us with their name, postal address and email address and will also need to decide how long the petition is to be open for signatures. You will be able to decide how long you wish the petition to be 'live' on the Council's website, up to a maximum of 12 months.</i> • <i>When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature. If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.</i> • <i>When an e-petition has closed for signatures, it will automatically be submitted to our Democratic & Civic Support Team. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your e-petition to a meeting of the Council, please contact Democratic & Civic Support Team as above within 10 working days of receipt of the acknowledgement.</i> • <i>A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The</i>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p><i>acknowledgment and response will also be published on this website.</i></p> <ul style="list-style-type: none"> • <i>All the e-petitions currently available for signature will be on our website.</i> • <i>When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.</i> <p><i>What can I do if I feel my petition has not been dealt with properly?</i></p> <p><i>If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the council's Overview and Scrutiny Management Board review the steps that the council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.</i></p> <p><i>The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council's Cabinet and arranging for the matter to be considered at a meeting of the full council.</i></p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p data-bbox="801 272 2056 379"><i>Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.</i></p> <p data-bbox="801 421 1323 528"><i>Perry Holmes Director of Corporate Governance Leicester City Council</i></p> <p data-bbox="1637 900 2056 935" style="text-align: right;"><i>Appendix A to the Scheme</i></p> <p data-bbox="801 1011 1144 1046"><i>Terms and Conditions</i></p> <p data-bbox="801 1123 2056 1270"><i>Petitioners may freely disagree with the Council or call for changes of policy. We will not attempt to exclude critical views and decisions to accept or reject will not be made on a party political basis. However, to protect this service from abuse, petitions should meet some basic criteria:</i></p> <p data-bbox="801 1305 1850 1340"><i>The Council shall only receive petitions which comply with this Rule.</i></p>

PAGE NO.	SECTION	ISSUE	ACTION (new text in <i>bold italic</i>)
			<p><i>No petition from a Councillor or member of the public shall be accepted</i></p> <ul style="list-style-type: none"> <i>(a) which contains abusive, defamatory or offensive language or relates to a specific and identifiable person;</i> <i>(b) at the Annual Meeting of the Council, a Special Meeting of the Council, or at any meeting of the Council summoned for the purposes of considering the budget;</i> <p><i>No petition from a member of the public shall be accepted:-</i></p> <ul style="list-style-type: none"> <i>(a) from or on behalf of a political party or organisation or in connection with the activities and aims of such a party or organisation, or from a staff group, which instead should use the proper procedures, such as through management and trades union representatives;</i> <i>(b) in relation to an individual's particular circumstances;</i> <i>(c) about any matter where there is a right of appeal to the courts, a tribunal or to a government minister or on any matter which, in the opinion of the Monitoring Officer, is of a quasi-judicial nature;</i> <i>(d) about any matter which has been the subject of an issue raised by a petition or of a decision of Council, the Cabinet or any Committee or Sub-Committee within the previous six months.</i>