

Schedule of Changes

Section	Page No.	Amendment
Throughout	Throughout	<ul style="list-style-type: none"> - Page numbered (sequentially) - Minor formatting changes (paragraph numbering, alignment, font sizes/styles) - 'Chief Finance Officer' replaced with 'Director of Finance' throughout - 'City Solicitor' replaced with 'City Barrister' throughout - 'Forward Plan' replaced with 'Plan of Key Decisions' throughout
Front	2	Simple index page. It is envisaged this will be expanded and contain links to the appropriate section on the on-line version
Part 2 – Articles Article 2	15	New text for Article 2.04 (Conduct) approved 28 th June 2012
Part 2 – Articles Article 4	21	<p>Text</p> <p><i>“The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the council tax and decisions relating to the control of the Council’s borrowing requirements, investments as is necessary to be approved by Full Council, its capital expenditure (capital programme) (including the funding of that expenditure as approved by Council) and the setting of virement limits”</i></p> <p>replaced by</p>

		<i>“The budget means the Council’s Revenue and Capital programme, including the setting of Council Tax and rent levels for housing tenants”</i>
Part 2 – Articles Article 6	26	Insertion of text <i>‘A decision taken as part of a response to a declared emergency shall not be a key decision.’</i>
Part 2 – Articles Article 8	30	<i>Text ‘Scrutiny Committees may determine and exercise overall responsibility for their work programme’ to be replaced by ‘Scrutiny Committees shall design and be responsible for their annual work programme, subject to endorsement thereof by Overview Select Committee (OSC)’.</i>
Part 2 – Articles. Article 9	31	<i>Additional text ‘these regulatory and other committees are not Scrutiny Committees within the terms of the law. They undertake various decision-making and other functions on behalf of Council, rather than undertaking scrutiny of the Executive’ added to Article 9.01</i>
Part 2 – Articles. Article 15	43	<i>Text ‘the Head of Commercial and Property Law, the Head of Litigation and Advocacy Law and the Head of Community Services Law’ Replaced by ‘the Principal Solicitors within the Legal Division’</i>
Part 2 – Articles Article 16	45	<i>Additional text at Article 16.02 – ‘..., save that the Monitoring Officer shall be empowered to make minor and consequential amendments to it from time to time, after consultation with the Elected Mayor, for the purposes of ensuring its lawfulness and consistency’.</i>

Part 3 – Responsibility for Functions Licensing subcommittee	56	Revised Terms of Reference for Licensing subcommittee agreed by Full Council in November 2012
Part 3 – Responsibility for Functions Audit & Risk Committee Terms of Reference	59-63	Revised Terms of Reference for Audit & Risk Committee inserted. These were agreed for recommended insertion by Audit & Risk Committee at its meeting on 8 May 2013.
Part 3 – Responsibility for Functions Standards Committee Terms of Reference	68-69	Revised Terms of Reference for Standards Committee inserted with Terms of Reference for predecessor Committees removed. This change was approved by Council on 28 June 2012.
Part 3 – Responsibility for Functions Health & Wellbeing Board Terms of Reference	75-80	Terms of Reference for the Health & Wellbeing Board. This change was approved by Council on 21 March 2013.
Part 3 – Responsibility for Functions City Mayor	81	Additional text inserted: <i>'In the case of a declared emergency, Finance Procedure Rules may provide for different arrangements for the discharge of Executive functions.'</i>
Part 3 – Responsibility for	82	Terms of Reference

<p>Functions Ward Community Meetings</p>		<p>1.1 Additional text inserted: <i>'However Ward Community Meetings are not the only mechanism for achieving effective engagement at Ward level, and Members may use other means as are appropriate to fulfil their objectives at Ward level.'</i></p> <p>1.2 Delete text: <i>'(f) Recommend the allocation of the neighbourhood budget in accordance with plans for the neighbourhood'.</i></p> <p>2.1 Number of Committees Additional text inserted a) There will be <i>'no more than'</i> one Community Meeting in each Ward.</p>
<p>Part 3 – Responsibility for Functions Ward Community Meetings</p>	83	<p>2.4 Budget a Replace text <i>'A Ward Community Meeting within a Ward will have a budget allocated to it by the City Mayor'</i> with <i>'Each Ward will have a budget allocated to it by the City Mayor'</i>. e Text deleted <i>'In cases of demonstrated emergency, expenditure can be authorised by the Head of Paid Service, or a Director in consultation with the City Mayor.'</i></p>
<p>Part 3 – Responsibility for Functions Scrutiny Committees Terms of Reference</p>	85	<p>In addition of sentence <i>'Scrutiny Committees will have regard to the Political Conventions and the Scrutiny Operating Protocols and Handbook in fulfilling their work'</i> following the words <i>'....scrutinising policy and practices.'</i> In paragraph 1.</p>
<p>Part 3 – Responsibility for Functions</p>	85	<p>Deletion of words:</p>

Scrutiny Committees Terms of Reference		<p>'Finance: Scrutiny Committees may exercise overall responsibility for the finances made available to them'</p> <p>and</p> <p>'Work programme: Scrutiny Committees may determine and exercise responsibility for their work programme.'</p>
Part 3 – Responsibility for Functions Scrutiny Committees Terms of Reference	86	Amendment of titles of Scrutiny Commissions to reflect those agreed at Council on 23 May 2013.
Part 3 – Responsibility for Functions Scrutiny Committees Terms of Reference	86 Scrutiny Committee – Overview Select Committee	<p>Re-position bullet point '<i>Consider cross cutting issues such as monitoring of petitions</i>'. Re word bullet points to read:</p> <ul style="list-style-type: none"> • <i>Specifically scrutinise the work of the City Mayor and Deputy City Mayor and areas of the Council's work overseen by them.</i> • <i>Consider cross cutting issues such as monitoring of petitions</i> • <i>Consider cross-cutting issues which span across Executive portfolios.</i> • <i>Manage the work of Scrutiny Commissions where the work proposed is considered to impact on more than one portfolio.</i> • <i>Consider work which would normally be considered by a Scrutiny Commission but cannot be considered in time due to scheduling issues.</i> • . • <i>Report annually to Council.</i> • <i>Be responsible for organising and agreeing the work of scrutiny and the Commissions including agreeing annual work programmes and approving reports produced by the Commissions.</i> • <i>Consider the training requirements of Members who undertake Scrutiny and seek to secure such training as appropriate.</i>

<p>Part 3 – Responsibility for Functions Scrutiny Committees Terms of Reference</p>	<p>87 Scrutiny Committee – Scrutiny Commissions</p>	<p>Re word bullet points to read:</p> <ul style="list-style-type: none"> • <i>Be aligned with the appropriate Executive portfolio.</i> • <i>Normally undertake overview of Executive work, reviewing items for Executive decision where it chooses.</i> • <i>engage in policy development within its remit.</i> • <i>normally be attended by the relevant Executive member who will be a standing invitee.</i> • <i>will have their own work programme and will make recommendations to the Executive where appropriate.</i> • <i>Consider requests by the Executive to carry forward items of work and report to the Executive as appropriate.</i> • <i>report on their work to Council from time to time as required.</i> • <i>be classed as specific Scrutiny Committees in terms of legislation but will refer cross cutting work to the OSC.</i> • <i>Consider the training requirements of Members who undertake Scrutiny and seek to secure such training as appropriate.</i>
<p>Part 4 – Rules of Procedure 4A Council Procedure Rules</p>	<p>103 Rule 22</p>	<p>Addition of CPR 22 (d) –</p> <p><i>Where the City Mayor is addressing the Chamber (i) to explain the annual Budget or (ii) to explain a matter of Executive policy he/she shall not be required to move a motion but shall be permitted to indicate to the Lord Mayor, before the expiry of 5 minutes, that he wishes to address the Chamber for up to 10 further minutes</i></p>
<p>Part 4 – Rules of Procedure</p>	<p>111</p>	<p>The text:</p>

<p>4A Council Procedure Rules</p> <p>Rule 43b</p>		<p><i>'This Rule shall not apply to Scrutiny Committees which are subject to the Scrutiny Procedure Rules or Standards Committee which also has its own set of Procedure Rules'</i></p> <p>to be replaced with the text:</p> <p><i>'These rules apply to meetings of full Council, however, when a point of procedure arises at meetings of Scrutiny Committee which is not covered by the Scrutiny Procedure Rules, then reference shall be had to these Council Procedure Rules in accordance with Rule 11(2) Scrutiny Procedure Rules found in Part 4E of this Constitution.'</i></p>
<p>Part 4 – Rules of Procedure</p> <p>4A Council Procedure Rules</p> <p>Rule 46</p>	<p>112</p>	<p>Replace text</p> <p><i>'No video, film, sound recording photographic or like equipment shall be used during any Council, Council Committee or Sub-Committee meeting without the consent of the Chair of the meeting.'</i></p> <p>With text</p> <p><i>'The consent of the Chair shall be sought in all cases where anybody proposes to video, film, sound record photograph or use like equipment to record/capture the proceedings of any Council, Council Committee or Sub-Committee meeting.'</i></p>
<p>Part 4 – Rules of Procedure</p> <p>4A Council Procedure Rules</p>	<p>113 & 114</p>	<p>Insertion of flowcharts explaining the operation of Council Procedure Rules.</p> <p>This inclusion is referenced on page 98 with the following text:</p> <p><i>'NOTE: Flow charts showing the operation of rules regarding Motions and amendments are included for information at the end of the Council Procedure Rules.'</i></p>
<p>Part 4 – Rules of Procedure</p>	<p>118</p>	<p>Deletion of wording:</p>

		<p>c) <i>This rule does not apply to meetings, the sole purpose of which is for officers to brief members. For the purpose of this rule such a briefing is not a 'meeting (see Note ro Rule 4)'</i>.</p> <p>d) <i>Where it is proposed to make a Key Decision at a meeting (rather than individually), that meeting shall be conducted in public, subject to Rule 12.</i></p> <p>e) <i>As soon as is reasonably practicable after an Executive decision is made (at a public meeting, a private meeting or individually by Members or Officers) it shall be communicated to the proper officer, unless the proper officer is already present, who will be responsible for recording and publishing it in accordance with Rule 18.</i></p> <p>f) <i>The Head of Paid Service, the Director of Finance and the Monitoring officer and their nominees are entitled to attend any meeting of the Executive and its Committees. The Head of Paid service will be given reasonable notice that a private or public Executive meeting is to take place.</i></p> <p><u>Note to Rule 4:</u></p> <p><i>A 'meeting' under this rule does not include 'briefings' which are convened by Members of the Executive for the sole purpose for being briefed on a particular issue by an officer. Thus for example, where one or more Members for the Executive meet with an officer merely to seek clarification of a particular matter, that briefing need not be in public.</i></p> <hr/>
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	<p>123 Rule 14</p>	<p><i>receipt of that report.; and</i></p> <p><i>(c) On giving of such a report to an individual decision maker, the person who prepared the report will give a copy of it to the Chair and Vice-Chair of every relevant Scrutiny Committee as soon as reasonably practicable, and</i></p> <p><i>(d) the individual decision maker shall ensure that the Monitoring Officer makes the report available for inspection by the public as soon as is practicable after that individual decision maker receives it provided that nothing in this Rule shall require the disclosure of confidential or exempt information or the advice of a political advisor or assistant; and</i></p> <p><i>(e) where the decision is to be taken at a meeting of the Executive or its committees (if any), notice of the meeting has been given in accordance with Rule 5 (notice of meetings).</i></p> <hr/> <p>Rule 14 re-written to read:</p> <p><i>RULE 14 - The Plan of Key Decisions</i></p> <p><i>(1) A Plan of Key Decisions will be prepared by the City Mayor on a rolling basis.</i></p> <p><i>(2) The Plan of Key Decisions 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, the Executive, a Committee of the Executive, individual Members of the Executive, Officers, Area Committees or under Joint Arrangements in the course of the discharge of an Executive function during the period covered by the Plan. It will describe the following particulars in so far as the information is available or might reasonably be obtained:</i></p>
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	<p>124 Rule 14</p>	<p>(a) <i>the matter in respect of which the decision is to be made;</i></p> <p>(b) <i>where the decision maker is an individual, that individual's name, and title if any and, where the decision maker is a decision-making body, its name and a list of its members;</i></p> <p>(c) <i>the date on which, or the period within which, the decision is to be made;</i></p> <p>(d) <i>a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the key decision is to be made;</i></p> <p>(e) <i>the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available;</i></p> <p>(f) <i>that other documents relevant to those matters may be submitted to the decision maker; and</i></p> <p>(g) <i>the procedure for requesting details of those documents (if any) as they become available.</i></p> <p>(3) <i>The Plan of Key Decisions must be published at least 28 days before any proposed Key Decision contained within it is taken, subject to Rules 15 and 16.</i></p> <p>(4) <i>Exempt information need not be included in a Plan of Key Decisions and confidential information cannot be included.</i></p> <hr/> <p>New (5) added:</p> <p>(5) Where a decision maker takes a decision relating to an item on the current Plan of</p>
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	<p>125 Rule 15</p>	<p>Key decisions, but is of the opinion that upon having received final officer advice, it isn't a key decision, reasons shall be specified in the record of the decision for this re-classification.</p> <hr/> <p>Rule 15 re-written to read:</p> <p><i>RULE 15 - General Exception</i></p> <p>(1) <i>If a matter which is likely to be a Key Decision has not been included in the Plan of Key Decisions, then subject to Rule 16 (special urgency), the decision may still be taken if:</i></p> <ul style="list-style-type: none"> (a) <i>the decision must be taken by such a date that it is impracticable to defer the decision until it has been published on a Plan of Key Decisions for 28 days;</i> (b) <i>the Monitoring Officer has informed the Chair of a relevant Scrutiny Committee, or if there is no such person, each member of that committee by notice in writing of the matter on which the decision is to be made;</i> (c) <i>The Monitoring Officer has made copies of that notice available to the public at the relevant Council offices and on its website; and</i> (d) <i>at least five clear days have elapsed since the Monitoring Officer complied with (b) and (c).</i> <p>(2) <i>Where such a decision is taken collectively, it must be taken in public.</i></p> <hr/> <p>Rule 16 re-written to read:</p> <p><i>RULE 16 - Special Urgency</i></p>
	<p>125 Rule 16</p>	

	<p>126 Rule 17</p>	<p>(1) <i>If, by virtue of the date by which a decision must be taken Rule 15 (General Exception) cannot be followed, then the decision can only be taken if the Chair of the relevant Scrutiny Committee(s) agree(s) that the taking of a decision cannot be reasonably deferred.</i></p> <p>(2) <i>If there is no Chair of the relevant Scrutiny Committee(s), or if the Chair of each relevant Scrutiny Committee is unable to act, then the agreement of the Lord Mayor, or in her/his absence the Deputy Lord Mayor.</i></p> <p>(3) <i>As soon as the decision-maker has obtained agreement in line with Rule 16 (1) and (2) above, they shall make available at the relevant Council offices and its website a notice setting out the reasons for applying Rule 16.</i></p> <hr/> <p>Rule 17 re-written to read:</p> <p><i>RULE 17 - Report to Council</i></p> <p>(1) <i>If it is believed that an Executive decision has been taken which was :</i></p> <p>(a) <i>not treated as a Key Decision when it should so have been treated</i></p> <p>(b) <i>a Key Decision which was not included in the Plan of Key Decisions under Rule 14; or</i></p> <p>(c) <i>a Key Decision which was not properly the subject of the general exception procedure under Rule 15; or</i></p> <p>(d) <i>a Key Decision which was not properly the subject of the special urgency procedure under Rule 16;</i></p> <p><i>a Scrutiny Committee may require the City Mayor or Executive to submit a report to the Council within such reasonable time as specified in the request. This is in</i></p>
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		<p><i>addition to the right of call-in for any Executive decision provided for by Rule 12 pf Part 4D (City Mayor & Executive Procedure Rules)</i></p> <p><i>(2) Any request under this Rule for call-in of a City Mayor & Executive decision must:</i></p> <ul style="list-style-type: none"> <i>(a) be in writing (all Members signing such a notice should sign and print their name on the notice in the interests of clarity)</i> <i>(b) specify reasons for the call-in</i> <i>(c) specify a reasonable deadline for reporting to Council, and</i> <i>(d) be submitted to the Monitoring Officer within five working days of the decision, the deadline for receipt being 5pm on the fifth working day after the date of the publication of the Executive decision (or the third day after publication of the decision, if later).</i> <p><i>(3) Pending Council consideration of the report in accordance with this Rule, a call-in of a decision can be withdrawn by:</i></p> <ul style="list-style-type: none"> <i>(a) resolution of the relevant Scrutiny Committee, or</i> <i>(b) unanimous agreement of the Scrutiny Committee's Chair and Vice Chair.</i> <p><i>(4) The City Mayor & Executive will prepare a report for submission to the next available meeting of the Council. However, if the next meeting of the Council is within seven days of receipt of the written notice, or the resolution of the Committee, then the report may be submitted to the meeting after that. The report to Council will set out particulars of the decision, the individual or body making the decision, and if the City Mayor is of the opinion that it was not a Key Decision the reasons for that opinion.</i></p> <p><i>(5) In any event the City Mayor will submit quarterly reports to the Council on the Executive decisions taken in the circumstances set out in Rule 15 (special urgency) in the preceding three months. The report will include the number of decisions so</i></p>
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	<p>127 Rule 18</p>	<p><i>taken and a summary of the matters in respect of which those decisions were taken.</i></p> <hr/> <p>Rule 18 re-written to read:</p> <p><i>RULE 18 - Record of decisions</i></p> <p><i>The record of an Executive decision produced by the proper officer under Rule 4(e) shall comprise:</i></p> <ul style="list-style-type: none"> <i>i. a record of the decision including the date on which it was made</i> <i>ii. a record of the reasons for the decision</i> <i>iii. details of any alternative options considered and rejected by the decision-maker</i> <i>iv. a record of any conflict of interest declared by the decision-makers and</i> <i>v. a note of any relevant dispensation granted.</i>
	<p>128 Rule 19</p>	<hr/> <p>Rule 19 deleted</p>
	<p>128 Rule 19</p>	<p>New Rule 19 is old Rule 20. Minor formatting changes only</p>
	<p>Rule 21</p>	<hr/> <p>Old Rule 21 now subsumed into Rule13</p>

129
Rule 20

New Rule 20 replaces old Rule 23 and reads:

Material relating to previous decisions

In addition to Rule 8, all Councillors will be entitled to inspect any document which is in the possession, or under the control of the Executive and contains material relevant to any business previously transacted at a private meeting or any decision made by an officer or Member discharging Executive decision-making functions, unless;

- a) *it contains exempt information falling within the categories of exempt information as defined in Appendix 1; or*
- b) *it contains the advice of a political adviser.*

Any such document shall be made available for inspection within 24 hours of the making of the decision

**Please also see the Note to Procedure Rule 4 for the definition of 'meeting'.*

(2) ***Material relating to future decisions***

In addition to Rule 6, all Councillors will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Executive which relates to any business to be transacted at a public meeting

Any such document shall be made available for inspection at least 5 clear days before the meeting, or as soon as is reasonably practicable (where the meeting is

	<p>130 Rule 21</p>	<p><i>convened at short notice) unless:</i></p> <ul style="list-style-type: none"> a) <i>it contains exempt information falling within the categories of exempt information as defined in Appendix 1; or</i> b) <i>it contains the advice of a political adviser.</i> <p>(3) Political Conventions</p> <p><i>Practical application of Councillors' rights set out in this Rules is supported by the Council's Political Conventions which are included in Part 5 of this Constitution.</i></p> <hr/> <p>New Rule 21 replaces old Rule 22 and reads:</p> <p><i>RULE 21 - Access to documents by Members of Scrutiny Committees</i></p> <p>(1) <i>In addition to to Rule 20 above, a member of a Scrutiny Committee will be entitled to copies of any documents which are in the possession or control of the Executive and which contains material relating to:</i></p> <ul style="list-style-type: none"> a) <i>any previous business transacted at a decision-making meeting of the City Mayor and Executive or its Committees; or</i> b) <i>any individual Executive decision taken by the City Mayor, Deputy City Mayor or an Assistant City Mayor</i> c) <i>any Executive decision that has been made by an officer of the Council under Executive arrangements.</i>
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		<p>(2) <i>Limit on rights.</i></p> <p><i>A Scrutiny Committee will not be entitled to:</i></p> <p>a) <i>any document that is in draft form;</i></p> <p>b) <i>any part of a document that contains exempt or confidential information unless that information is relevant to an action or decision they are reviewing or scrutinising or is to be reviewed in accordance with its Work Programme;</i> <i>or</i></p> <p>c) <i>advice of a political adviser.</i></p> <p>(3) <i>The Executive shall provide the document(s) as soon as is reasonably practicable and in any case no later than 10 days after receipt of the request</i></p> <p>(4) <i>Political Conventions</i></p> <p><i>Practical application of these and members' other rights to access information are supported by the Council's Political Conventions for the time being which are included in Part 5 of this Constitution.</i></p>
<p>Part 4 – Rules of Procedure</p> <p>4C Budget and Policy Framework</p>	<p>136</p> <p>Rule 1</p>	<p>Deletion of Rule 1(3)(c) words:</p> <p><i>'publicise wider consultation arrangements of the draft proposals including Councillors outside of the Executive whether or not they are a member of a Scrutiny committee, and having regard to who may be affected by the proposals and those who will either help to</i></p>

		<p><i>deliver the proposals'</i></p> <p>and Rule 1(5) words:</p> <p><i>Pursuant to (a) this will include the submission (where required) to the Minister of the Crown for approval.</i></p>
Part 4 – Rules of Procedure 4C Budget and Policy Framework	138 Rule 4(2)	<p>Inserted before the text '<i>The decision may not be taken unless</i>' the text '<i>Except where the reason for urgency is a declared emergency, ..</i>'</p>
4C Budget and Policy Framework	138 Rule 4 (4)	<p>Inserted before the text '<i>Following the decision the decision taker will provide...</i>', the text '<i>Except where the reason for urgency is a declared emergency,..</i>'</p>
4C Budget and Policy Framework	138 Rule 4 (5)	<p>Additional rule inserted:</p> <p>(5) <i>Where a decision is taken as part of a response to a declared emergency, the decision need not comply with the Budget and Policy Framework, but must be made within the decision making framework of the Emergency Plan.</i></p>
Part 4 – Rules of Procedure 4D City Mayor & Executive Procedure Rules	143 Rule 12b	<p>Delete text:</p> <p><i>After such an Executive decision has been taken by the City Mayor or Executive, the decision will be published within two working days. Subject to the exceptions within this Rule, a Scrutiny Committee or any five Councillors may request formally that the decision</i></p>

		<p><i>be called-in for a further review by giving notice in writing to the Monitoring Officer within three working days of the decision being published; the deadline for receipt of such call-ins normally being 5.00pm on the fifth working day after the Executive decision (or on the third working day after the publication of the decision if later).</i></p> <p>Replace with text:</p> <p><i>After such an Executive decision has been taken by the City Mayor or Executive, subject to the exceptions within this Rule, a Scrutiny Committee or any five Councillors may request formally that the decision be called-in for a further review by giving notice in writing to the Monitoring Officer within five working days of the decision, the deadline for receipt being 5pm on the fifth working day after the date of the publication of the Executive decision.</i></p> <p>144 Rule 12c</p> <p>Insert text '<i>(all Members signing such a notice should sign and print their name on the notice in the interests of clarity)</i>' following the words '<i>i. be in writing</i>'.</p> <p>144 Rule 12d</p> <p>Inserted following the text '<i>No call-in may be made if the decision maker decides when making a decision that the matter is urgent for specified reasons</i>' the text '<i>Where a decision is made as part of a response to a declared emergency, the decision will be deemed urgent and no call in may be made.</i>'</p> <p>144 Rule 12f</p> <p>First paragraph</p> <p>Replace text '<i>the next ordinary meeting of the Council</i>' with the text '<i>a meeting of the Full Council</i>'.</p> <p>Final paragraph</p>
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	<p>145 Rule 12g</p>	<p>Replace the text <i>‘to the next ordinary meeting of the Council’</i> with the text <i>‘to a meeting of the Full Council’</i></p> <p>Replace</p> <p><i>“Withdrawal of a call-in under this Rule can be by:</i></p> <ul style="list-style-type: none"> <i>i. The sponsor and seconder, via the Monitoring Officer, where there has been call-in by five Councillors, or</i> <i>ii. By a resolution of the relevant Scrutiny Committee, or</i> <i>iii. By unanimous agreement of the Scrutiny Committee’s Chair and Vice Chair, via the Monitoring Officer who shall have delegated authority for this purpose”</i> <p>With</p> <p><i>“Withdrawal of a call-in under this Rule can be by:</i></p> <p><u><i>Five Member call-in:</i></u></p> <ul style="list-style-type: none"> <i>i. The sponsor and seconder, via the Monitoring Officer, or</i> <i>ii. By a resolution of the relevant Scrutiny Committee</i> <p><u><i>Scrutiny call-in:</i></u></p> <ul style="list-style-type: none"> <i>ii. By a resolution of the relevant Scrutiny Committee, or</i> <i>iii. By unanimous agreement of the Scrutiny Committee’s Chair and Vice Chair, via the Monitoring Officer who shall have delegated authority for this purpose.</i>
Part 4 – Rules of Procedure		

<p>4F Finance Procedure Rules</p>	<p>154 A. Introduction and Guide 155</p>	<p>Delete text from 1.4:</p> <p><i>For this reason a series of Frequently Asked Question (FAQ) sheets have been compiled to provide a quick way of understanding what FPRs really mean in the most common areas of finance. These are available separately on INSITE..</i></p> <p>Delete text of 1.14 and 1.15:</p> <p><i>1.14 Reference (in bold letters in the right hand column) is made in these rules to Finance Procedure Notes (FPNs). These are produced and amended/updated as required and provide more detailed instructions and guidance for staff on the subject matter. An updated list and archive of all FPNs is maintained within the Corporate Accountancy Section.</i></p> <p><i>1.15 Divisional Directors have delegated financial responsibility in respect of their services, which is reflected in FPRs.</i></p>
<p>Part 4 – Rules of Procedure 4F Finance Procedure Rules</p>	<p>155 A. Introduction and Guide</p>	<p>Insert additional clauses:</p> <p><i>1.16 In the case of a declared emergency, the Director of Finance may determine that alternative arrangements to those in Finance Procedure Rules shall apply. In particular, the Chief Finance Officer may:</i></p> <ul style="list-style-type: none"> <i>(a) establish different rules for financial systems (2.0) and financial administration (3.0) to the extent necessary to meet the requirements of the emergency;</i> <i>(b) establish a budget for the emergency, over and above the approved budget;</i> <i>(c) determine which officers may commit the emergency budget, and any rules to apply in managing the budget;</i> <i>(d) authorise any capital expenditure required as a consequence of the</i>

		<p><i>emergency”.</i></p> <p><i>1.17 In determining arrangements for an emergency, the Director of Finance shall consult the City Mayor if possible.</i></p> <p><i>1.18 In the case of a declared emergency, the senior officer responsible for the Council’s response may commit resources prior to alternative arrangements described in paragraph 1.16 being made by the Director of Finance, consulting the Director of Finance if possible”</i></p>
<p>Part 4 – Rules of Procedure</p> <p>4F Finance Procedure Rules</p>	<p>166</p> <p>3.0 Financial Administration</p>	<p>3.6.10 delete text:</p> <p><i>Cheques should be endorsed with a valid cheque guarantee card number.</i></p> <p>3.11.3 amend thresholds in <i>i. and ii</i></p> <p><i>from £2000 to £5000</i></p> <p>3.13.6 delete text:</p> <p><i>Where purchase of building and land takes place, any sums owed to the Council can, subject to approval by Legal Services Division, be deducted from the purchase price.</i></p>
<p>Part 4 – Rules of Procedure</p> <p>4F Finance Procedure Rules</p>	<p>182</p> <p>5.0 Capital Programme</p>	<p>5.2.1 delete text indicated:</p> <p><i>The Director of Finance is responsible for recommending a capital programme to the City Mayor.</i></p>

		<p>5.2.3 amend text as indicated:</p> <p><i>The City Mayor shall recommend a capital programme to Council prior to the beginning of <u>each period to which it relates</u> on the basis of one or more reports referred to in paragraph 5.2.1. The programme may be for one or more years.</i></p>
Part 4 – Rules of Procedure	244	Delete paragraph 7:
4H Land & Property Transaction Rules	Appendix 1	<i>Provision shall be made so that any borrowing/charging shall be prudent and that there are no adverse capital or revenue implications to the Council under Part IV of the Local Government and Housing Act 1989 and regulations thereunder (or any equivalent provision).</i>
Part 5 – Codes and Protocols	260	Revised “ <i>Political Conventions</i> ” inserted.
Part 5 – Codes and Protocols	301	Revised “ <i>Nolan Principles</i> ” inserted replacing extract from General Principles Order 2001
Appendix 1	Appendix 1	
Part 5 – Codes and Protocols	304	‘ <i>Code of Conduct</i> ’ inserted at Appendix 1
	Appendix 2 Appendix 3	‘ <i>Arrangements for Dealing with Standards complaints at Leicester City Council under the Localism Act 2011</i> ’ inserted at Appendix 2.
		The Code Arrangements were agreed by Council on 28 June 2012, although revised

		versions of these two documents are due for approval on 19 th September at Full Council.
Part 5 – Codes and Protocols	316 Appendix 4	Revised “ <i>Good Practice Guidance for Member Involvement in Planning and Development Control Decisions</i> ” inserted, to replace “ <i>Code of Practice for Member Involvement in Development Control Decisions</i> ” This Guidance was agreed for recommended insertion by Planning & Development Control Committee at its meeting on 5 June 2013.
Part 5 – Codes and Protocols	348 Appendix 7	Revised Petition Scheme inserted. .
Part 6 – Members’ Allowance Scheme	363 371	Amendments to the title of Audit & Risk Committee and titles of Scrutiny Commissions agreed at Council on 23 May 2013. Administration of Support Package (i) deletion of word ‘monthly’.