

## Appendix 1

### London Borough of Hackney's Constitution Review

#### Proposed changes made to the current pages of the Constitution - Part 1 to Part 5

#### Colour Code

**..** – Link to Webpage or Definitions

**..**- New Inserted Text

**..**- Text to be removed

**U** - Underscored are paragraphs that have been moved

#### Part A

Proposed blanket changes throughout the document and approved, without the need to highlight every change in the document

| Changes throughout the current Constitution |                    |  |
|---|--------------------|--|
| Currently in the constitution               | Proposed amendment | Members Reference Group. -<br>Comments and/or date of<br>approval. |

|                      |  |                  |
|----------------------|--|------------------|
| Mayor                | Elected Mayor  | 12 November 2019 |
| officers             | Officers   | 12 November 2019 |
| councillors          | Councillors  | 12 November 2019 |
| officer              | Officer  | 12 November 2019 |
| council              | Council  | 12 November 2019 |
| chair                | Chair  | 12 November 2019 |
| Vice-Chair           | Vice- Chair  | 12 November 2019 |
| Section 151          | Group Director of Finance  | 12 November 2019 |
| Monitoring Officer   | Director of Legal and Governance   | 12 November 2019 |
| Head of Paid Service | Chief Executive  | 12 November 2019 |
| Cabinet Advisor      | Mayoral Advisor  | 12 November 2019 |
| speaker              | Speaker  | 17 December 2019 |
|                      | It is proposed that when referring to changing Executive to Cabinet, this will now read Elected Mayor and Cabinet. | 12 November 2019 |
|                      | It is proposed that job titles are changed to reflect current job titles. For                                      | 12 November 2019 |

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|--|--|------------------|
|  | example, Director, Legal will now be Director of Legal and Governance.   |                  |
|  | In some sections of the constitution, links have been inserted and not necessarily always picked up in the proposed schedule of changes.   | 12 November 2019 |
|  | It is proposed that all grammatical errors, numerical errors and formatting errors will be amended.  | 12 November 2019 |
|  | It is proposed that where we have provided clarity with regard to reference to bodies when they should be committees and or whether changes are non substantive, (for example current constitution page 63 12.7 where reference is made to overview scrutiny bodies), we recommend that is changed throughout the document to reflect current practice which is overview panel and decision. | 12 November 2019 |
|  | Whenever there is a reference to a number of days, this will always be working days unless specified otherwise.  | 12 November 2019 |
|  | It is proposed that all changes to articles and numbering rules which  | 12 November 2019 |

|  |   |                  |
|--|---|------------------|
|  | might have changed and might have numerical errors will be amended.   |                  |
| Residents                                    | Citizens  | 12 November 2019 |
|  | Default is to write the official title or that S/he will change to they or their.   | 12 November 2019 |
| Overview and scrutiny commissions/<br>panel. | Have more flexibility of changes that they can make without the need to Full Council.   | 12 November 2019 |
|  | Where there is a discrepancy or an anomaly that is picked up later which needs an amendment in the Article or Terms (of a non substantial nature). We have a blanket change in place to amend this. |                  |
|  | Blanket to re-code and re-word the council petition scheme to a readable manner. If information is repeated, we are able to delete this.  |                  |
| Him/Her/He/She                               | Them/Their/They   |                  |

| <b>For Discussion with Councillors</b>                    | <b>Decision</b>  | <b>Date of approval</b> |
|---|--|-------------------------|
| Would you prefer a Councillor or would you prefer Member? | Default is Councillor, but if it is necessary for grammatical purposes to use the word member then that is acceptable. Members will need to be linked to the | 12 November 2019        |

|   |   |  |
|---|---|--|
|   | glossary to show that this is a Councillor. |  |
| <p>Chapter 2 of Part 1 of the Local Democracy, Economic Development and Construction Act 2009 (petitions to local authorities) is repealed. It is no longer necessary to have this in the constitution.</p> <p>Section 46: Repeal of provisions about petitions to local authorities.</p> <p>There is lots of information on other petition schemes online. Proposed that this is moved online and taken from the constitution.</p> |   |  |
| <p>Would members like to change the amount of people required for a petition?</p>   |   |  |

- **Changes agreed from the Members Reference group to be tabled at Full Council Proposed changes made to Front Page. (now replaced)**

| Current Constitution Page Numbers | Pages in the Proposed constitution | Review Comments/reasons   | Comments and/or date of approval |
|-----------------------------------|------------------------------------|---|----------------------------------|
|                                   |                                    |   |                                  |
| Front Page                        | Front Page                         | <p>Inserted a photo of Hackney Town Hall</p> <p><b>Reason: Modernise the constitution.</b></p>  | Approved 12 November 2019        |
| Contents Page                     | Page 1-2                           | <p>Inserted a contents page for the constitution and a contents for the Summary which are hyperlinked to the relevant parts of the constitution.</p> <p><b>Reason: light touch and user friendly.</b></p> | Approved 12 November 2019        |
| Definitions                       | N/A                                | <p>It has been proposed that the definitions are renamed ‘ Definitions of Terms’ and are moved to the end of the document so that users do not have to go through the whole document.</p>                 | Approved 12 November 2019        |

- **Proposed Changes Made To Part 1 Summary**

| Current Constitution | Relevant paragraphs | Pages in the new | Review Comments/reasons | Comments and/or date of approval |
|----------------------|---------------------|------------------|-------------------------|----------------------------------|
|                      |                     |                  |                         |                                  |

| Page Numbers | in the Constitution       | proposed constitution |  |                           |
|--------------|---------------------------|-----------------------|--|---------------------------|
| Page 2       | Para 3 - The Council.     | Page 3                | Links inserted for the Elected Mayor and Councillors which will take you to the website or glossary for further information.   | Approved 12 November 2019 |
| Page 2       | Subtitle - The Council    | Page 4                | The Executive – Link inserted and text inserted to explain that the Executive is also known as the Cabinet.  | Approved 12 November 2019 |
| Page 2       | Subtitle - The Council    | Page 4                | Proposed that the word responsible is changed to accountable, as proposed by the Mayor.  |                           |
| Page 3       | The Executive - Para 8    | Page 5                | Where key decision is mention a link will be inserted to take you to the website or glossary for further information.  | Approved 12 November 2019 |
| Page 4       | Heading - Citizens rights | Page 6                | Have proposed to insert a sentence - for ease of reference it is - Citizens living, working or studying in the borough.<br><br><b>Reason : This has been added for better understanding and clarification.</b> | Approved 12 November 2019 |
| Page 4       | Citizens rights - Para 5  | Page 7                | Link inserted to direct the reader to the web page for more information regarding current councillors.   | Approved 12 November 2019 |
| Page 7       | Management Structure      | Page 7                | Management structure updated to current directorates.  | Approved 12 November 2019 |

## Articles - Page 21 onwards

- **Proposed Changes To Article 1**

No changes to be made.

- **Proposed Changes To Article 2 - Page 25.**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution           | Pages in the new proposed constitution | Review Comments/reasons   | Comments and/or date of approval |
|-----------------------------------|---|--|---|----------------------------------|
| Page 25                           | 2.2   | Page 12                                | Proposed that The Local Strategic Partnership is removed as this is no longer the title. The correct title has now been inserted. |                                  |
| Page 25                           | Citizens 2.2                                      | Page 12                                | Proposed that the different types of consultation is removed to keep in line with current consultation policy.                    |                                  |
| Page 25                           | Citizens 2.2                                      | Page 12                                | Proposed that this is removed to fit in line with current process   |                                  |
| Page 25                           | Citizens rights 2.4                               | Page 13                                | Proposed that additional text is added for clarity around the voting process.   |                                  |
| Page 26                           | Citizens participation in Council Business 2.7 i) | Page 14                                | Link added to the procedure rules part 4.   | Approved 12 November 2019        |



|         |   |         |  |                           |
|---------|---|---------|--|---------------------------|
| Page 26 | Citizens participation in Council Business 2.7 iii) | Page 14 | Link added to part 4.  | Approved 12 November 2019 |
| Page 26 | Title - Representatives and Complaints              | Page 14 | Proposed change of title to - Representation and Complaints.   | Approved 12 November 2019 |
| Page 26 | Representation and Complaints 2.9 i)                | Page 14 | Proposed that the 'Elected Mayor inserted'<br>Sentence reworded  | Approved 12 November 2019 |
| Page 26 | Representation and Complaints 2.9 i)                | Page 14 | Proposed to remove the reference to the executive ' or to members of the Executive'<br><br><b>Reason: it is not necessary to make specific mention to executive members as the public can make representations to Cabinet or any other committee - or raise an issue through a ward Cllr - and cabinet members are ward Cllrs first and elected by those people in that ward.</b><br><br>A Link inserted 'click here' which takes you to the part of the website that can make representations to. | Approved 12 November 2019 |
| Page 26 | 2.9 Representation                                  | Page 14 | Link inserted for complaints procedure.  | Approved 12 November 2019 |

|         |  |         |  |                           |
|---------|--|---------|--|---------------------------|
|         | and Complaints<br>iv)                                    |         |  |                           |
| Page 27 | 2.9<br>Representation<br>and Complaints<br>vi)           | Page 15 | Text inserted 'To follow the process<br>click here' Link also inserted.  | Approved 12 November 2019 |
| Page 27 | 2.9 v)   | Page 15 | Proposed that text added for clarity<br>around the available Ombudsman<br>for complaints.<br><br>Proposed that text is removed to<br>avoid confusion.  |                           |
| Page 26 | 2.9<br>Representation<br>and Complaints<br>vii) and vii) | Page 15 | Link inserted for Part 4.  | Approved 12 November 2019 |
| Page 26 | 2.9<br>Representation<br>and Complaints<br>viii)         | Page 15 | Proposed that working is added to<br>provide clarity around meetings that<br>the public can attend.  |                           |
| Page 26 | Citizens<br>responsibilities<br>2.11                     | Page 16 | Proposed to revise the wording of<br>this paragraph to make it more<br>clearer and detailed .<br><br>Proposed that citizen<br>responsibilities title is removed as<br>this is confusing.<br><b>Reason: purpose of clarity.</b> | Approved 12 November 2019 |

- **Proposed Changes Made To Article 3**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution         | Pages in the new proposed constitution | Review Comments/reasons  | Comments and/or date of approval |
|-----------------------------------|---|--|--|----------------------------------|
| Page 29                           | Composition and eligibility 3.1                 | Page 17                                | Links inserted to the members of the Council and Article 3.6.  | Approved 12 November 2019        |
| Page 29                           | Elections and terms of office of Councilors 3.2 | Page 17                                | Proposed to remove 'Regular' and insert 'local'<br><br>Reason: to reflect current practice and provide a better understanding. this has been changed   | Approved 12 November 2019        |
| Page 29                           | Opposition Group - 3.3                          | Page 17                                | Proposed additional text in green inserted - The Opposition Group will be the party with the largest number of minority members. In the event of two opposition groups having equal numbers of members, the official Opposition Group will be the incumbent Opposition Group.<br><br><b>Reason: inserted for clarity</b> | Approved 12 November 2019        |

|         |   |         |   |                           |
|---------|---|---------|---|---------------------------|
| Page 29 | Rights and responsibilities of all Councillors 3.4                | Page 17 | Links inserted<br><br>Proposed that xv) be deleted as moved to 3.3.   | Approved 12 November 2019 |
| Page 30 | Rights and responsibilities specific to non-executive Members 3.5 | Page 19 | Links inserted.   | Approved 12 November 2019 |
| Page 30 | Elections of the Mayor 3.6  | Page 19 | Proposed to remove the word 'ordinary' and replaced with the word 'local'.<br><br><b>Reason: for consistency.</b> | Approved 12 November 2019 |

- **Proposed Changes Made To Article 4**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons   | Comments and/or date of approval |
|-----------------------------------|---|--|---|----------------------------------|
| Page 33                           | Role of Full Council 4.2                | Page 21                                | Proposed to insert that 'Further explanation of what the council mean by budget policy and framework in part 4.' Link inserted<br><br><b>Reason: to provide better understanding.</b> | Approved 12 November 2019        |
|                                   | Roll of Full Council 4.3                | Page 21                                | Numerous words removed for clarity  |                                  |
| Page 33                           | Roll of Full Council 4.4                | Page 21                                | Link inserted to part 4.  | Approved 12 November 2019        |
| Page 33                           | Functions of Full Council 4.6 iv)       | Page 22                                | Proposed to amalgamate overview and scrutiny headings into one heading.<br><br>Proposed to remove Ward forums as a function of the full council as they have no jurisdiction.         | Approved 12 November 2019        |

|         |                                    |         |   |                           |
|---------|------------------------------------|---------|---|---------------------------|
| Page 34 | Functions of Full Council 4.6 v)   | Page 22 | Proposed to insert a revised paragraph.<br><br><b>Reason: to provide clarity and reflect practice.</b>  | Approved 12 November 2019 |
| Page 34 | Functions of Full Council 4.6 x)   | Page 22 | To consider petitions we have proposed to insert a Link.  | Approved 12 November 2019 |
| Page 34 | Functions of Full Council 4.6 xiv) | Page 22 | Proposed to insert to include approving and publishing.   | Approved 12 November 2019 |
| Page 34 | 4.6 xv)                            | Page 23 | Link inserted.  | Approved 12 November 2019 |
| Page 34 | Policy Framework 4.7               | Page 23 | Proposed to reorder this paragraph so 4.7 is now the new 4.8 with some changes inserted for better reading.<br><br>The 4.8 is now the new 4.7.<br><br><b>Reason: it would make more sense to be in that order for the reader.</b> | Approved 12 November 2019 |
| Page 36 | Policy Framework 4.7 (c)           | Page 23 | Proposed that a link is added to allow readers to see the extended list of discretionary policies.  |                           |

- **Proposed Changes Made To Article 5**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons   |                           |
|-----------------------------------|---|--|---|---------------------------|
| Page 37                           | Title - The Executive                   | Page 26                                | Title renamed ' <b>The Executive known as the Elected Mayor and Cabinet</b> ' to provide a better understanding for the reader.<br><b>Title changed for clarity</b> | Approved 12 November 2019 |
| Page 37                           | 5.2                                     | Page 26                                | Proposed sentence inserted to explain that a further explanation is under 5.4 and 5.5   | Approved 12 November 2019 |
| Page 37                           | Form and Composition 5.3                | Page 26                                | Proposed sentence inserted 'as defined by legislation' throughout the paragraph<br><br><b>Reason - purpose of clarity</b>   | Approved 12 November 2019 |
| Page 40                           | Cabinet Committees 5.13                 | Page 29                                | Proposed sentence added for clarity with a link for Part 3.   | Approved 12 November 2019 |

|         |                            |         |   |                           |
|---------|----------------------------|---------|---|---------------------------|
| Page 40 | Cabinet Committees<br>5.13 | Page 29 | Proposed that Hackney Integrated Commissioning Committee (HICC) is changed to its current name. |                           |
| Page 40 | 5.14                       | Page 30 | Title Changes to proceedings of Cabinet.  | Approved 12 November 2019 |
| Page 40 | 5.21                       | Page 31 | Remove the reference to (5.21) Title Mayoral Advisors added for clarity.                        | Approved 12 November 2019 |

- **Proposed Changes Made To Article 6**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons   |                           |
|-----------------------------------|---|--|---|---------------------------|
|                                   |   |  |   |                           |
| Page 43                           | 6.2 viii)                               | Page 32                                | Proposed to add and delete words to give better clarity for the reader. | Approved 12 November 2019 |
| Page 43                           | 6.3                                     | Page 32                                | Proposed to add and delete words to give better clarity for the reader. | Approved 12 November 2019 |

- **Proposed Changes Made To Article 7**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons |  |
|-----------------------------------|---|--|-------------------------|--|
|                                   |   |  |                         |  |



|         |              |         |  |  |
|---------|--------------|---------|--|--|
| Page 45 | Insert Title | Page 33 | Title inserted - Arrangements of Overview and Scrutiny   |  |
| Page 45 | Inert Title  | Page 33 | Definition of Overview and Scrutiny inserted.  |  |
| Page 45 | 7.1 i)       | Page 33 | Proposed add "Known as the call-in process'.   |  |
| Page 45 | 7.1 ii)      | Page 33 | Proposed to reworded sentences to provide better clarity.  |  |
| Page 45 | 7.1 v)       | Page 33 | Proposed to take out brackets and insert the word stakeholder. Proposed to add the word Hackney to make this specific to Hackney. Removal of the reason clarity as it is no longer required. |  |
| Page 45 | 7.1 vi)      | Page 33 | Proposed to add the regulations Health and social care act. Proposed to add the Health in Hackney scrutiny commission for clarity.   |  |
| Page 46 | 7.2          | Page 34 | Proposed adding stakeholders to reflect Hackney.   |  |
| Page 46 | Title        | Page 34 | Title reworded to reflect current practices  |  |
| Page 46 | 7.3          | Page 34 | It is proposed that paragraph a) and b) is to be read as one paragraph.  |  |
| Page 46 | 7.5 & 7.6    | Page 34 | Proposed to merge and have a new paragraph at 7.6.   |  |

|              |           |         |  |  |
|--------------|-----------|---------|--|--|
| Page 46      | 7.6       | Page 34 | Proposed to remove the word 'Rule' for clarity purposes.   |  |
| Page 48      | 7.12      | Page 35 | Proposed to simplify this paragraph.   |  |
| Page 47 & 48 | Table     | Page 35 | Proposed to remove links to Directorates and teams in Hackney as these change.<br>Also proposed 'title changed to Commision for clarity. |  |
| Page 49      | 7.14 i)   | Page 37 | Proposed that words removed to provide better understanding.   |  |
| Page 50      | 7.15 ii)  | Page 38 | Proposed that 'Executive collectively' removed for clarity.<br>Proposed to also include  |  |
| Page 51      | 7.15 iii) | Page 38 | Proposed to Remove the end of the sentence for clarity.  |  |

- **Proposed Changes Made To Article 8**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons  |  |
|-----------------------------------|---|--|--|--|
|                                   |   |  |  |  |
| Page 53                           | 8.1                                     | Page 41                                | Recommended to insert elected and Co-opted members as this is reflective and will provide clarity. |  |

- **Proposed Changes Made To Article 9**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons   |  |
|-----------------------------------|---|--|---|--|
| Page 57                           | 9.1                                     | Page 44                                | Proposed to insert sentence for clarification for the reader.   |  |
| Page 57                           | 9.1.1                                   | Page 44                                | Link added to title.  |  |
| Page 57                           | 9.1.1                                   | Page 44                                | Proposed to remove 'From time to time' for clarity for the reader.  |  |
| Page 57                           | 9.1.2                                   | Page 44                                | Link to title added.  |  |
| Page 57                           | 9.1.2                                   | Page 44                                | Proposed to add 'The Council's' to make it clear what it is referring to.   |  |
| Page 57                           | 9.1.3                                   | Page 44                                | Link added to title.  |  |
| Page 57                           | 9.1.3                                   | Page 44                                | Proposed that section is reworded for clarity.  |  |
| Page 57                           | 9.1.4                                   | Page 44                                | Link to title added.  |  |
| Page 57                           | 9.1.4                                   | Page 44                                | Proposal that these words are removed for clarity and understanding. Additional words added for grammar purposes. |  |
| Page 57                           | 9.1.5                                   | Page 45                                | Link to title added.  |  |
| Page 58                           | 9.1.6                                   | Page 45                                | Link to title added.  |  |
| Page 58                           | 9.1.6                                   | Page 45                                | Proposed that sentence advising that further information can be found in Article 7 is removed as this incorrect.  |  |

|         |       |         |  |  |
|---------|-------|---------|--|--|
| Page 58 | 9.1.7 | Page 45 | Link to title added.   |  |
| Page 58 | 9.1.8 | Page 45 | Link to title added.   |  |
| Page 58 | 9.1.8 | Page 45 | Proposed that sentence advising that further information can be found in Article 8 is removed as this incorrect.                                   |  |
| Page 58 | 9.1.9 | Page 45 | Proposed that 9.4 and 9.5 is moved as this provides clarity for the readers.<br>It is proposed to delete the last sentence and this is repetitive. |  |

- **Proposed Changes Made To Article 10**

|      |      |         |  |  |
|------|------|---------|--|--|
| Page | 10.3 | Page 47 | proposed that the wording is moved for clarity |  |
|------|------|---------|--|--|

No changes made.

- **Proposed Changes Made To Article 11**

No changes made.

- **Proposed Changes Made To Article 12**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons  |  |
|-----------------------------------|---|--|--|--|
|                                   |   |  |  |  |
| Page 63                           | 12.3                                    | Page 50                                | Proposed that 'from time to time' is removed as it does not add anything to the constitution.              |  |
| Page 63                           | 12.5                                    | Page 50                                | Proposed to add a description to follow the styles of others and for clarity.                              |  |
| Page 63                           | 12.7                                    | Page 50                                | Proposed that professional advice is removed as this could be interpreted incorrectly and inappropriately. |  |
| Page 64                           | 12.10                                   | Page 51                                | Proposed that Legislation inserted for this section for clarity.   |  |

|         |               |         |  |  |
|---------|---------------|---------|--|--|
| Page 64 | 12.12         | Page 51 | Proposed that additional sentence added for clarity and keep in line with current processes  |  |
| Page 65 | 12.17         | Page 52 | It is proposed to reorder the paragraphs in an order that flows as this will provide clarity and understanding for the reader.           |  |
| Page 64 | 12.14         | Page 52 | Proposed paragraph moved for consistency and clarity.  |  |
| Page 67 | 12.36 & 12.37 | Page 55 | Proposed that paragraphs have been moved and combined.   |  |
| Page 66 | 12.39         | Page 55 | Proposed that top-tier or unitary is removed and relevant legislation added into paragraph.  |  |
| Page 67 | 12.40         | Page 56 | Proposed word deleted as this could be interpreted incorrectly and inappropriately.  |  |
| Page 67 | 12.40         | Page 56 | Proposed that the word professional is removed as they are accountable, not just professionally accountable.                             |  |
| Page 67 | 12.41         | Page 56 | Proposed additional text for to keep in line with current process  |  |
| Page 67 | 12.42         | Page 56 | Proposed additional text for clarity purposes.   |  |
| Page 67 | 12.43         | Page 56 | Proposed that this sentence is removed as it is repetition.<br>Text in bold as it ia heading<br>Proposed that text is added for clarity. |  |

- **Proposed Changes Made To Article 13**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons                                   |  |
|-----------------------------------|---|--|---|--|
|                                   |   |  |   |  |
| Page 71                           | 13.6                                    | Page 58                                | Proposed word removed and added for grammatical purposes. |  |

- **Proposed Changes Made To Article 14**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons  |  |
|-----------------------------------|---|--|--|--|
|                                   |   |  |  |  |
| Page 73                           | 14.3                                    | Page 60                                | Proposed additional text added for the correct name of the Director of Legal and Governance. |  |
| Page 73                           | 14.3                                    | Page 60                                | Proposed word removed as not required in the sentence.                                       |  |

- **Proposed Changes Made To Article 15**

No changes to be made.

- **Proposed Changes Made To Article 16**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons |  |
|-----------------------------------|---|--|-------------------------|--|
|                                   |   |  |                         |  |



|         |      |         |   |  |
|---------|------|---------|---|--|
| Page 77 | 16.3 | Page 64 | Proposed link added for the Council Procedural Rules.                                 |  |
| Page 78 | 16.6 | Page 64 | Proposed to insert Hackney Town Hall as opposed to other offices as this is too wide. |  |

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### Proposed Changes Made To Part 3

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons  |  |
|-----------------------------------|---|--|--|--|
|                                   | Appointment Committee                   |  | Proposed to include Monitoring officer and reference to Appeal sub-committee in line with legal requirements |  |
| Page 81                           | 3.1 iii)                                | Page 67                                | Proposed that this is deleted as this is no longer in place.   |  |
| Page 87                           | Functions Regulations 30                | Page 74                                | Proposed change to add 'A' to the functions regulations to keep in line with legislation.                    |  |
| Page 87                           | Functions Regulations 32                | Page 74                                | Proposed change to add functions regulation 32 as per legislation.   |  |
| Page 89                           | Functions Regulations 14 AZA            | Page 79                                | Proposed change to add functions regulation 14 AZA as per legislation.                                       |  |
| Page 91                           | Functions Regulations 15                | Page 82                                | Proposal to add the correct wording of the function as per legislation.                                      |  |
| Page 91                           | Functions Regulation 22                 | Page 82                                | Proposal to remove the wording as this function is no longer in regulations.                                 |  |

|          |                           |          |   |  |
|----------|---------------------------|----------|---|--|
| Page 92  | Functions Regulations 29  | Page 83  | Proposal to add the correct wording of the function as per legislation.   |  |
| Page 92  | Functions Regulations 30  | Page 84  | Proposal to remove the wording as this function is no longer in regulations.  |  |
| Page 93  | Functions Regulations 31  | Page 84  | Proposal to remove the wording as this function is no longer in regulations.  |  |
| Page 107 | Functions Regulation 27   | Page 107 | Proposal to remove the wording as this function is no longer in regulations.  |  |
| Page 107 | Functions Regulations 30A | Page 107 | Proposal to remove this as this function is repeated in function 31.  |  |
| Page 108 | Functions Regulations 42  | Page 110 | Proposal to add this regulation as it is not repealed.  |  |
| N/A      | Functions Regulations 50  | Page 112 | Proposal to add this regulation as per the The Local Authorities (Functions and Responsibilities) (England) Regulations 2000. |  |
| N/A      | Functions Regulations 51  | Page 112 | Proposal to add this regulation as per the The Local Authorities (Functions and Responsibilities) (England) Regulations 2000. |  |
| N/A      | Functions Regulations 52  | Page 112 | Proposal to add this regulation as per the The Local Authorities (Functions and Responsibilities) (England) Regulations 2000. |  |

|     |  |          |   |  |
|-----|--|----------|---|--|
| N/A | Functions Regulations 53   | Page 112 | Proposal to add this regulation as per the The Local Authorities (Functions and Responsibilities) (England) Regulations 2000. |  |
|     | Terms of Reference - Health and Well-being board                 | Page 143 | Proposed that the Hackney Well-being board is renamed to reflect current strategy.  |  |
|     | 3.3.3 Terms of reference of Executive Committees and Bodies 8(c) | Page 168 | Proposed that additional text is added to reflect current practice.   |  |
|     | Integrated Commissioning Board - Terms of Reference              | Page 179 | Proposed that 'Adult' is added and 'and Parks' is removed to keep in line with the current process.                           |  |
|     | Integrated Commissioning Board - Terms of Reference              | Page 179 | Proposed that the 'Children's Services' is removed and the correct text added to keep in line with the current process.       |  |
|     | Integrated Commissioning Board                                   | Page 179 | Proposed that 'and' is removed and the correct text added to keep in line with the current process.                           |  |

|          | - Terms of Reference |          |  |  |
|----------|----------------------|----------|--|--|
| Page 187 | 3.5.2                | Page 185 | Proposed to remove these paragraphs as they are no longer relevant.  |  |
| Page 187 | 3.6                  | Page 185 | Proposed to remove 'officer' from the title and renamed ' Officers schemes of delegations for officers' for clarity.   |  |
| Page 188 | 3.6.4                | Page 186 | Proposed description for the tables inserted for clarification for the reader and proposed to reorganise tables into date of legislation and time statute correct order. |  |
| Page 188 | 3.6.4                | Page 186 | Proposed to remove 'PO' from table for clarity for the reader.   |  |

### Proposed Changes Made To Part 4

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons   | Comments/ Approval |
|-----------------------------------|---|--|---|--------------------|
|                                   |   |  |   |                    |
| Page 187                          | Title                                   | Page                                   | Proposed that rules relating to council meetings are inserted.  |                    |
| N/A                               | Flow Chart                              | Page 198                               | Insert proposed flow chart added for clarity of the process for the reader.   |                    |
| N/A                               | Flow Chart                              | Page 198                               | Insert proposed flow chart added for clarity of the process for the reader.   |                    |
| Page 187                          | i.                                      | Page 200                               | Proposed where the paragraph starts, this paragraph reworded to provide clarity to reflect current practice at Hackney. |                    |
| Page 187                          | viii.                                   | Page 200                               | Proposed where the paragraph starts, this paragraph reworded to provide clarity to reflect current practice at Hackney. |                    |
| Page 187                          | The Annual Meeting<br>x                 | Page 201                               | Proposed that additional paragraph is added to reference the Mayor's speech at the Annual Meeting.                      |                    |

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| Page 187  | xi.                                       | Page 201 | Proposed that the word 'coming' is changed to municipal for clarity.   |  |
| Page 188  | 1.2                                       | Page 201 | Proposed that this paragraph is reworded to reflect current practice.  |  |
| Page 188  | 2.1 viii                                  | Page 202 | Proposed that the word 'remaining' is removed for clarity.   |  |
| Page 188  | 2.1 xiii.                                 | Page 202 | Proposed that printed is removed and listed inserted as agendas are now online and in hard copy.   |  |
| <b>Extraordinary Meetings</b>   |   |          |  |  |
| Page 189  | 3.3 'Time and Place of Ordinary Meetings' | Page 203 | Proposed that this is now numbered 3.3. The title is proposed to be reworded to say 'Time and Place of Extraordinary Meetings'.                              |  |
| Page 189  | 5.1                                       | Page 203 | Proposed that new 4.1 'five clear working days' inserted as this does not include a bank holiday.  |  |
| N/A   | N/A                                       | Page 203 | Proposed that 5.1 should be split to provide clarity for the reader.   |  |
| From now on paragraph numbers will be one behind as 4. was included in 3. |   |          |  |  |
| <b>Quorum</b>   |   |          |  |  |
| Page 190  | 7.1                                       | Page 204 | Proposed that the new 6.1 Quorum paragraph be reworded and sentence proposed to be removed because of duplication. This will provide clarity for the reader. |  |
| <b>Duration of Meeting</b>  |   |          |  |  |

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| Page 190                    | 8.1            | Page 204 | Proposed to insert text to clarify the process of motions being put forward. This is in line with current process.   |  |
| <b>Notice of Questions</b>  |                |          |  |  |
| Page 191                    | 10.3           | Page 208 | Proposed that the word Electronic is removed and 'email' kept.<br>Proposed that the word 'print' to be removed and 'include' inserted. This brings the paragraph inline with current policies. |  |
| Page 192                    | 10.8           | Page 209 | Proposed that the paragraph is reworded for clarity.   |  |
| <b>Questions by Members</b> |                |          |  |  |
| Page 192                    | 11.1           | Page 209 | Proposed that paragraph is reworded and some additional text added for clarification.  |  |
| Page 192                    | 11.1 vi & vii. | Page 209 | Proposed that this text is removed as this is no longer policy.  |  |
| Page 193                    | 11.2           | Page 209 | Proposed that the word 'individual's' is inserted for clarification.   |  |
| <b>Notice of Questions.</b> |                |          |  |  |
| Page 193                    | 11.3           | Page 209 | Proposed that the paragraph is amended to fit in line with current policy and practice.<br>Inserted 8 clear working days for clarity.  |  |
| <b>Deputations</b>          |                |          |  |  |
| Page 194                    | 12             | Page 211 | Proposed that a sentence is inserted for purposes of clarity.  |  |
| Page 194                    | 12.1           | Page 212 | Proposed that there are some inserts to the paragraph for clarity for the reader.  |  |
| Page 194                    | 12.2           | Page 212 | Proposed that there are some inserts and deletions to the paragraph for clarity for the reader.  |  |



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| Page 194                 | 12.3      | Page 212 | Proposed to remove the word foregoing - insert 12.1 and 12.2 for clarity for referencing purposes.<br>Additionally, panel and O & S Commision removed as it is covered in the phrase Overview and Scrutiny. |  |
| Page 195                 | 12.5      | Page 212 | Proposed that the word 'normally' removed as this word is ambiguous.  |  |
| Page 194                 | 12.8      | Page 212 | Proposed that 'Cabinet' is inserted and text removed from vi) for clarification. The paragraph has also been amended and put into list format. Additional text has also been added for clarity.             |  |
| <b>Petitions</b>         |           |          |   |  |
| Page 195                 | 13.2      | Page 212 | Proposed that the paragraph is split for clarity.<br>Additionally proposed that the last sentence is deleted and the additional paragraph has been inserted to provide clarity and guidance.                |  |
| Page 198                 | 16.1 xvi) | Page 215 | Proposed that text is inserted for clarification for the reader.  |  |
| <b>Motions of Notice</b> |           |          |   |  |
| Page 199                 | 17.1      | Page 218 | Proposed that paragraphs inserted to provide a clear explanation of motions for readers.<br>Proposed paragraph removed as this has been expanded upon in the aforementioned paragraphs.                     |  |

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| Page 199                    | 18.1     | Page 216 | Proposed paragraph deleted and new paragraph added to provide a clear explanation.  |  |
| Page 199                    | 18.2     | Page 216 | Proposed that the sentence is removed as it is not in line with current policy.   |  |
| Page 199                    | 18.4     | Page 216 | Proposed that the paragraph is separated into sections for ease of reading.   |  |
| Page 200                    | 18.6.1 V | Page 217 | Proposed that 'V.' is removed as it is not another point but additional text.   |  |
| Page 200                    | 18.6.2   | Page 217 | Proposed that the sentence is reworded for clarity for the reader.<br>It is also proposed that the sentence is removed to add clarity to the process and ensure the smooth running of the motion. |  |
| <b>Alteration of Motion</b> |          |          |   |  |
| Page 200                    | 18.7     | Page 218 | Proposed that headings are added for clarity for the reader.  |  |
| Page 201                    | 18.10    | Page 218 | Proposed that a new iii. is inserted to close the motion as per process and provide clarity on the process.   |  |
| <b>Closure of Motion</b>    |          |          |   |  |
| Page 202                    | 18.11.3  | Page 219 | Proposed that 's/he' removed and 'the speaker' inserted to for better understanding.  |  |
| <b>Councillor's Conduct</b> |          |          |   |  |
| Page 205                    | 26.1     | Page 224 | Proposed that the word 'other' removed for grammatical purposes.  |  |
| Page 206                    | 26.5     | Page 224 | Proposed that the paragraph is added for clarification around the general disturbance policy.   |  |

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|  |                   |          | Proposed that a time frame is inserted.  |  |
| N/A  | N/A               | Page 224 | Proposed that new 28.1 is inserted. The text has been inserted for clarification.                      |  |
| Page 207   | 30                | Page 226 | Proposed that vaping is included in the smoking policy to keep in line with current policies.          |  |
| Page 207   | 31                | Page 226 | Proposed that mobile phones can also be switched off, as well as turned to silent.                     |  |
| <b>Applications to committees and sub-committees</b> |                   |          |  |  |
| Page 208   | 32.6              | Page 229 | Proposed that the paragraph is inserted and amended to provide clarity and to reflect procedure.       |  |
| <b>Sub-committees</b>                                |                   |          |  |  |
| Page 209   | 32.9.1 and 32.9.2 | Page 229 | Proposed that text is added to the paragraph for better understanding and a more detailed explanation. |  |
| <b>Access to information procedure rules</b>         |                   |          |  |  |
| Page 212   | 5.1               | Page 232 | Proposed that text added and amended for clarity for the reader.                                       |  |
| Page 213   | 6.1 ii)           | Page 232 | Proposed that the paragraph reworded for better understanding.   |  |
| Page 213   | 7.1 i)            | Page 232 | Proposed that the working day is inserted for clarity.   |  |
| <b>Access to minutes and papers after a meeting</b>  |                   |          |  |  |
| Page 214   | 9.1               | Page 233 | Proposed the deletion of panel and O&S commissions as this is no longer policy.                        |  |

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| Page 215  | 10.4       | Page 234 | Proposed that the paragraph is reworded for clarity and to be kept in line with the current process.            |  |
| <b>Meaning of Confidential information</b>              |            |          |   |  |
| Page 215  | 11.2.1 ii) | Page 235 | Proposed that additional text added to keep in line with legislation.   |  |
| Page 215  | 11.4.1     | Page 235 | Proposed that additional text added to keep in line with legislation.   |  |
| Page 215  | 11.5       | Page 237 | Proposed that not exempt is added to keep in line with legislation.   |  |
| <b>Application of Rules to the Executive</b>            |            |          |   |  |
| Page 217  | 12.1       | Page 238 | Proposed title of 'key decisions' added for clarity purposes.   |  |
| Page 223  | 24.4       | Page 244 | Proposed that legislation is added.   |  |
|   |            |          | <b>Additional rights of access to documents for Members</b>   |  |
| Page 223  | 24.6       | Page 244 | Proposed that this text is removed as it is not necessary.  |  |
| <b>Budget Policy and Framework</b>                      |            |          |   |  |
| Page 227  | 1.         | Page 249 | Proposed that the title removed as it is not necessary.   |  |
| Page 227  | 2.2 ii)    | Page 249 | Proposed that 'they' is added for sentence structure and the word 'executive' removed for grammatical purposes. |  |
| <b>Decisions outside the budget or policy framework</b> |            |          |   |  |

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| Page 228   | 2 viii)   | Page 250  | Proposed that 'further' is added for clarification around the types of full council meetings.                       |  |
| Page 228   | 2 xi)     | Page 250  | Proposed that the word paragraph is added for clarity as these are not rules.                                       |  |
| Page 228   | 3.1       | Page 250  | Proposed that sentence is added for better understanding of the process.  |  |
| Page 229   | 3.2       | Page 2451 | Proposed that the word paragraph is added for clarity as these are not rules.                                       |  |
| Page 231   | 7.1       | Page 252  | Proposed that text is removed as it is not grammatically correct.   |  |
| <b>Cabinet Procedure Rules</b>   |           |           |   |  |
| Page 233   | 5         | Page 256  | Proposed that multiple headings are added for clarity for the reader.   |  |
| Page 233   | 5.4 & 5.5 | Page 256  | Proposed that these paragraphs are moved for clarity and for structure purposes.                                    |  |
| <b>Questions for Members of the Public</b>                                   |           |           |   |  |
| Page 234   | 7.1       | Page 257  | Proposed that scope of questions is added to this section for clarity for the readers on the process.               |  |
| Page 234   | 7.4       | Page 258  | Proposed that this paragraph is amended to reflect current practice and to provide clarification around the matter. |  |
| <b>Agenda for meetings of the Cabinet, Notice and Summons to the Meeting</b> |           |           |   |  |
| Page 237   | 13        | Page 261  | Proposed that additional information is added regarding electronic cigarettes to fit in line with current policy.   |  |
| <b>Officer Employment Procedure Rules</b>                                    |           |           |   |  |

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| Page 312   | 1.2       | Page 351 | Proposed that this section is removed as it is not relevant.  |  |
| <b>Seeking support for appointment</b>             |           |          |   |  |
| Page 312   | 3         | Page 353 | From this point on all paragraphs will be one ahead.<br><br>It is proposed that additional wording is added for clarity and to keep in line with current process. |  |
| <b>Appointment of the Head of the Paid Service</b> |           |          |   |  |
| Page 312   | 5.1 & 5.2 | Page 353 | Proposed paragraph added for clarity for the reader.  |  |
| Page 312   | 5.3       | Page 353 | Proposed to change the word 'committee' to the word 'appointment' to follow policy. This is proposed throughout the section.                                      |  |
| <b>Appointment of Chief Officers</b>               |           |          |   |  |
| Page 312   | 6         | Page 354 | Proposed to remove the word 'deputy chief officers' to fit in line with current process.  |  |
| Page 312   | 6.4       | Page 354 | Proposed to remove the word 'deputy chief officers' to fit in line with current process.  |  |
| Page 312   | 6.5 ii)   | Page 354 | Proposed that this wording is removed as it is not correct with current process.  |  |
| Page 313   | N/A       | Page 354 | Proposed that this title is added for clarity and ease of reading.  |  |
| Page 313   | N/A       | Page 354 | Proposed that this is added so it is in line with policy.   |  |
| Page 313   | 5.6       | Page 354 | Proposed that this paragraph is moved so that the structure of the document is improved for clarity.  |  |

| <b>Procedure for the Appointment of Chief Officers</b>            |             |          |   |  |
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| Page 313  | 7           | Page 355 | Proposed to remove the word 'deputy chief officers' to fit in line with current process.                                |  |
| Page 313  | 7.1         | Page 355 | Proposed that this paragraph is deleted as it is incorrect and is not in line with current process.                     |  |
| Page 313  | 7.1         | Page 355 | Proposed that Chief Officer is added for clarity and wording is removed to be in line with current practice.            |  |
| Page 314  | 7 iii)      | Page 355 | Proposed additional text added for clarification and the 'iv' point moved into this paragraph for clarity.              |  |
| <b>Procedure where an objection is received to an appointment</b> |             |          |   |  |
| Page 313  | N/A         | Page 355 | Proposed title added for clarity for the reader.  |  |
| Page 313  | 8 ii)       | Page 356 | Proposed additional text added into the paragraph for clarification.  |  |
| Page 313  | 8 vii)      | Page 356 | Proposed that this paragraph is removed to keep in line with current practice.  |  |
| <b>Other Appointments</b>   |             |          |   |  |
| Page 313  | 9           | Page 356 | Proposed additional text added for clarity  |  |
| Page 313  | 9.1         | Page 356 | Proposed additional text added into the paragraph for clarity.  |  |
| <b>Disciplinary Action</b>  |             |          |   |  |
| Page 313  | 10.1 & 10.2 | Page 356 | Proposed additional text added to provide clarity for the reader and better understanding around the Council's process. |  |

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| Page 315   | 10.4  | Page 356 | Proposed additional text added to provide clarity for the reader and the Council's process.  |  |
| Page 315   | 10.6  | Page 357 | Proposed additional text added to provide clarity for the reader and the Council's process.  |  |
| Page 315   | 10.10 | Page 357 | Proposed that the words 'independent panel' is removed as this is not in line with the current process.<br>Proposed additional text added into the paragraph for clarification and a clear explanation of the process. |  |
| Page 315   | 10.12 | Page 357 | Proposed additional text added into the paragraph for clarification and a clear, detailed explanation of the process.  |  |
| <b>Statutory Process relating to the disciplinary / dismissal of Head of Paid Service, Monitoring Officer and Chief Financial Officer.</b> |       |          |  |  |
| Page 315   | 11    | Page 358 | Proposed additional text added into the paragraph for clarification of the process.  |  |
| Page 315   | 11.11 | Page 358 | Proposed that an additional paragraph is added for clarity.  |  |
| Page 315   | 11.16 | Page 358 | Proposed additional text added into the paragraph for clarification and a clear explanation of the process.  |  |
| Page 315   | 11.18 | Page 359 | Proposed additional text added into the paragraph for clarity.   |  |
| <b>Notice of Dismissal</b>   |       |          |  |  |



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| Page 316   | 12      | Page 359 | Proposal that a title is added for clarity for the reader.   |  |
| Page 316   | 12.1    | Page 359 | Proposed text removed as it is not relevant and is not in line with current process.   |  |
| Page 316   | 12.2    | Page 359 | Proposed add words “Deputy Chief Officer “ for clarity   |  |
| Page 316   | 12.3    | Page 359 | Proposed that additional paragraph is inserted for clarity around the process for the reader.                                  |  |
| <b>Additional Provisions relating to the Director of Public Health</b> |         |          |  |  |
| Page 316   | 13      | Page 359 | Proposed that a title is added for ease of reading.  |  |
| <b>Involvement of Members in the disciplinary process</b>              |         |          |  |  |
| Page 316   | 14      | Page 360 | Proposed that a title is added for clarity.  |  |
| Page 316   | 14      | Page 360 | Proposed that paragraphs relating to members are moved from page 316 to further down in the document for better understanding. |  |
| Page 316   | 14 (ii) | Page 360 | Proposed that the paragraph is removed as this is not in line with current process.  |  |

- **Proposed Changes Made To Part 5**

| Current Constitution Page Numbers | Relevant paragraphs in the Constitution | Pages in the new proposed constitution | Review Comments/reasons  |  |
|-----------------------------------|---|--|--|--|
|                                   |   |  |  |  |
|                                   |   |  | <b>Appendix A</b>  |  |
| Page 330                          | N/A                                     | Page 372                               | Proposed that ‘the Nolan Principle’ is added into the paragraph as this is what the principles are called.   |  |
|                                   |   |  | <b>Appendix B</b>  |  |
| Page 331                          | N/A                                     | Page 373                               | Proposed that the word ‘above’ is removed along with a sentence in the paragraph as this can create confusion.<br>Proposed that the paragraph is reworded for clarity and ease of reading. |  |
|                                   |   |  | <b>General Obligations of Members</b>  |  |
| Page 334                          | 2.1                                     | Page 375                               | Proposed that ‘Council’s’ code of conduct is changed to ‘Members’ as this is the correct code of conduct for this section. This has been added for clarity.                                |  |
| Page 335                          | 2.2.9                                   | Page 376                               | Proposed that wording is removed for paragraph structure for clarity.  |  |
|                                   |   |  | <b>Relationship between Members and Officers</b>   |  |

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| Page 336 | 3.7   | Page 377 | Proposed that additional text is added to keep in line with the current process.  |  |
|          |       |          | <b>The Role of Members</b>  |  |
| Page 337 | 4.1.5 | Page 378 | Proposed that the additional text is added for clarity around the roles.  |  |
|          |       |          | <b>Complaints about officers or services</b>  |  |
| Page 341 | 11.4  | Page 382 | Proposed that additional text is added for clarity and to provide a link for the reader to find the relevant text.<br><br>Proposed that the bullet points are also changed to roman numerals for ease of reading and clarity. |  |
|          |       |          | <b>Member Access to Documents and Information</b>   |  |
| Page 342 | 12.7  | Page 383 | Proposed that the word 'silent' is replaced with 'blind emails (bcc in an email)' for clarity and bringing it up to date.   |  |
| Page 342 | 12.9  | Page 383 | Proposed that additional text is inserted to keep in line with the current process.   |  |
| Page 342 | 12.10 | Page 384 | Proposed that additional text is added to confirm the correct regulations.  |  |

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|   |      |          | Proposed that the reference to the Data Protection Act is removed for clarity.   |  |
| <b>Licensing Code of Practice.<br/>Decision Making – Permitted Considerations</b> |      |          |  |  |
|   | 8.5  | Page 399 | Proposed that the last sentence is removed as this is not only the legal advisor that will provide advice.   |  |
| <b>Site Visits Protocol</b>   |      |          |  |  |
|   | 9.3  | Page 399 | Proposed that the wording is changed for clarity. Members would in all likelihood have to make reasonable enquiries about a matter, therefore, the word 'preempt' might be more applicable.                    |  |
| 352   | 15.2 | Page 401 | Proposed that additional text is added to the paragraph for clarity.   |  |
| <b>Council Petition Scheme</b>  |      |          |  |  |
| 387   | N/A  | Page 428 | Proposed that introduction text is re organised so that it provides clarification around the process and clarity for the reader.<br><br>Proposed that links are added for the titles so that the reader can go |  |

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|  |  |  | to the type of petition they require information on. |  |
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### **Summary of Proposed Amendments to CSOs - December 2019**

Contributors: Rotimi Ajilore, Merle Ferguson, Zainab Jalil, Karen Tait-Lane, Susan Carran, Dawn Cafferty; Patrick Rodger; Sean Eratt.

See marked up copy [Contract Standing Orders\\_Proposed Revisions 2019](#) for detailed changes.

| <b>Current CSO reference</b> | <b>Code</b>        | <b>Proposed amendment</b>                                       | <b>Comments</b>  |
|------------------------------|--------------------|---|--|
| 1.5.1 (d)                    | Text to re-look at | Remove ...”for Services”  | Whilst the Social Value Act obligation only relates to Services contracts, the Modern Slavery Act is more widely applicable.<br><br>Also correct numbering to whole section. |
| 1.6.4                        | Text to re-look at | Amended to state total contract value to include any extensions |  |
| 1.8                          | Text to re-look at | Amended to clarify responsibility of category lead              |  |
| 2.1                          | Text to re-look at | Added “Request for Quotation”                                   | There are 6 procurement routes described, but currently only 5 listed.   |
| 2.2                          | Text to re-look at | Spelt out “Single Tender Action (STA)”                          | For clarity and ease of understanding.   |
| 2.4.1 (Flowchart)            | Text to re-look at | Replace CSO flowchart with updated                              | New version corrects inaccuracies/limitations  |

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|                        |                    | version   | for the routes above £100k and use of frameworks. Updated terminology and references to use of ProContract and Privacy Impact Assessment which meet legal obligations.  |
| 2.5.3, 2.7.1-11, 5.1.1 | Text to re-look at | References to “Procurement Forward Plan” to be updated to “Procurement Pipeline”  | Name of the document has been changed to avoid confusion with the Corporate Forward Plan.   |
| 2.5.3                  | Text to re-look at | Replace first sentence with: “For award of contract, the Contracting Officer must complete the required template report.” | Re-ordered sentence for ease of understanding   |
| 2.5.3                  | New inserted text  | Add “See Table 1 for a summary of the approval required at each Gateway depending on risk and value”                      | Table below.  |
| 3.2.3                  | Text to re-look at | Replace “Pre-Qualification Questionnaire (PQQ)” with “Supplier Questionnaire (SQ)”  | Updated to reflect terminology of the PCR 2015.   |
| 4 (Variations)         | Text to re-look at | Replace section - see draft.  | Rewrite to simplify and ensure logical order.<br><br>Additional rule regarding novation/assignment of contracts added.<br><br>References to “Director, Legal” changed to “Director of Legal and Governance Services” for consistency (amended throughout document). |

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| 5.1 (Frameworks) | Text to re-look at | Re-order section to include all instructions for Hackney frameworks at the beginning, followed by use of external frameworks.<br>Add in reference to Dynamic Purchasing Systems.  |  |
| 5.1.4            | Text to re-look at | Create sub bullets for ease of understanding.<br><br>Amend penultimate sentence to read: "Subsequent use of the approved External Framework Agreement shall be limited to the scope of the business case presented and approved." | Amended to clarify meaning, and address ambiguity regarding approval of call-offs (in particular G cloud). |
| 7                | Text to re-look at | Amendments to definitions of Contracting Officer and Contract Manager   | Additions to remove ambiguity over responsibility for appointment of these by the Director.                |

