

# REPORT FOR: **COUNCIL**

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<b>Date of Meeting:</b>	22 February 2018
<b>Subject:</b>	Minor and administrative amendments to the Constitution of the Council
<b>Responsible Officer:</b>	Hugh Peart, Director of Legal and Governance Services and Monitoring Officer
<b>Exempt:</b>	No
<b>Wards affected:</b>	All

## **Enclosures:**

### **Extracts of Constitution (September 2017 version) with proposed amendments:**

1. 3A-1 Schedule to Terms of Reference
2. Health and Wellbeing Board Terms of Reference
3. Committee Procedure Rules p216 of Constitution dated September 2017
4. Budget and Policy Framework Procedure Rules
5. Code of Conduct for Members incorporating
  - a. Protocol on Gifts and Hospitality as an appendix to the Code of Conduct ( no changes have been made to the protocol)
6. Code of Conduct for Council Employees
7. Protocol on Councillor-Officer Relations
8. Protocol for Members and Reserve Members Dealing with Planning Applications and Lobbying
9. Protocol on Recording of Decisions Made by Officers

### **Schedule of amendments approved by the Monitoring Officer**

## **Section 1 – Summary and Recommendations**

This report sets out details of amendments to the Council's Constitution together with reasons for the amendments. These minor and administrative amendments have been approved by the Monitoring Officer in accordance with Article 15 of the Constitution.

### **Recommendations:**

The Council is requested to note the minor administrative amendments which have been made by the Monitoring Officer.

## Section 2 – Report

The Council’s Constitution is updated periodically in line with updates in legislation or central government guidance. Other changes to the Constitution are made where there may be inconsistencies arising or where an aspect of the Constitution is not clear.

The decision to make the amendments in the attached extracts was taken in accordance with paragraph 15.5 of Article 15 of the Constitution titled Review, Revision and Publication of the Constitution which states that the Monitoring Officer in consultation with the Head of Paid Service may make minor and administrative changes to the Constitution. Any changes to quoted legislation are made purely to update the Constitution, there are no material changes made and the amendments do not affect the business of the Council  
None of the amendments affect any policy, procedure or decision of the Council.

### Financial Implications

There are no financial implications in amending the Constitution in line with the proposed amendments.

### Equalities implications

No equalities impact assessment has been undertaken as the proposed changes do not affect any policies, procedures or decisions of the Council.

### Council Priorities

The Council’s vision:

### Working Together to Make a Difference for Harrow

The proposed changes make a difference to all communities as it ensures that they have access to Constitution that clearly and accurately sets out how the Council conducts its business.

## Section 3 - Statutory Officer Clearance

Name: Sharon Daniels	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 21.02.2018		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 19.02.2018		

**Ward Councillors notified:**

**NO**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Jessica Farmer, Head of Legal, tel: 020 8424 1889

**Background Papers:**

Constitution dated September 2017