

**Constitution 2016-17: Agreed in year amendments made by the Monitoring Officer (Part A)
(updated version)**

Part/ Section, Page	Title	Existing wording	New wording	Status of change
<i>Page 141</i>	SO8	<i>Existing wording in Appendix 1</i>	<i>New wording in Appendix 1</i>	Agreed and inserted into constitution
<i>Page 76</i>	<i>How the Council makes decisions, Scheme of Delegation and Financial Regulations</i>	32. A credit note to replace a debt can be issued to correct a factual inaccuracy, administrative error in the calculation and/or billing of the original debt, or if the service has not been delivered to the standard that was agreed. Approval is required in line with write-off authorisation limits, except that the relevant Business Unit Manager may approve credit notes up to £1,000.	A credit can be issued to correct an error in the calculation/billing of the original debt, or if the service has not been delivered to the agreed standard. Credits are to be approved in line with the write-off authorisations limits, except that the relevant business unit manager or head of service can approve up to and including £1,000.	Inserted
<i>Pg75 and 74</i>	<i>How the Council makes decisions, Scheme of Delegation and Financial Regulations</i>	<i>Director of Integrated Support</i>	<i>Director of Finance</i>	Inserted
<i>Pg 77</i>	<i>How the Council makes decisions, Scheme of Delegation and Financial Regulations</i>	43. The award of honoraria/acting up allowances of up to £4,800 that can be contained within the relevant budget is delegated to Business Unit Managers, in consultation with the relevant HR Head of People Management.	<i>The award of honoraria up to a maximum of 10% of base salary and that can be contained within the relevant budget, is delegated to Heads of Service.</i>	

Constitution 2016-17: Amendments to be agreed by Council (Part B)
(updated version)

Part/ Section, Page	Title	Existing wording	New wording	Status of change
Pg116, Ordinary Meeting of Council	Part 3 Rules Governing how the Council Operates	Receive motion (see rule 13);	To consider motions (normally one motion from an Opposition Group and one motion from the Administration will be debated at the meeting, with up to 30 minutes set aside for each) (see rule 13);	Seeking approval
Pg129, Motions on Notice at Council Meetings	Part 3 Rules Governing how the Council Operates	<p>13.3 At the meeting All motions and amendments on the agenda will be deemed moved and seconded.</p> <p>13.4 Amendments to Notices of Motion Amendments must:</p> <ul style="list-style-type: none"> a. not seek to add issues which do not strictly relate to the original motion; and, b. comply with 13.2 above (scope), 15.1 (notice) and 15.6 (i) (reference to another body) or (ii) (format). <p>Note: When the Head of Legal Services has, pursuant to Rule 13.2, ruled out any motion or part of a motion, any amendment or part of an amendment which repeats the same words will also be ruled out.</p>	<p>13.3 At the meeting All motions and amendments on the agenda will be deemed moved and seconded.</p> <p>Motions may be referred to the Cabinet or a committee (with the consent of the mover) or discussed at a Council meeting.</p> <p>In the debate, councillors will be called to speak by the Mayor (alternating group by group in numbers based on proportionality with any individual and non-party members being included within the administration's allocation), or be specified by procedural motion where necessary.</p> <p>All motions will be voted upon at the meeting.</p> <p>13.4 Order of Debate Subject to the above, the Democratic Services and Scrutiny Manager shall include in the agenda, in the order in which they have been received, all notices of motion properly given, unless the submitting councillor has subsequently withdrawn it in writing. The first motion for debate is from the majority opposition party, and the second motion will be from the administration and will adhere to the following order:</p> <p><u>1st Motion</u> Five minutes, mover: Conservative Three minutes: 3x Labour 1x Green</p>	Seeking approval

			<p>Five minutes summing up: Conservative</p> <p><u>2nd Motion</u> Five minutes, mover: Labour Three minutes: 1x Conservative 1x Green 2x Labour</p> <p>Five minutes summing up: Labour</p> <p>13.5 Amendments to Notices of Motion Amendments must:</p> <ul style="list-style-type: none"> a. not seek to add issues which do not strictly relate to the original motion; and, b. comply with 13.2 above (scope), 15.1 (notice) and 15.6 (i) (reference to another body) or (ii) (format). <p>Note: When the Head of Legal Services has, pursuant to Rule 13.2, ruled out any motion or part of a motion, any amendment or part of an amendment which repeats the same words will also be ruled out.</p>	
		<p>15. Rules of Debate 15.1 Motions capable of debate Only an emergency motion or amendments to the same or motion without notice can be debated.</p>	<p>15. Rules of Debate 15.1 Motions capable of debate a) Emergency motion or amendments to the same or motion without notice can be debated. b)</p>	