

Report to Constitution Working Group

Date of meeting: 23 November 2021



**Epping Forest
District Council**

Subject: Constitution – Revisions and amendments

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Recommendations/Decisions Required:

(1) That the updates to the Constitution be noted.

1. Updated versions of the Constitution were published on 5 August and 12 November 2021.
2. The update published on 5 August 2021 incorporates amendments to Part 3 Scheme of Delegation Appendix 3, specifically corrections to officer names in various posts – Chief Financial Officer, Deputy Monitoring Officer and Data Protection Officer. Part 3 Scheme of Delegation Appendix 5 in relation to EXR2 (Renewal of leases with NACRO) was agreed by Housing Portfolio Holder Decision HCS-004-2020/21 in September 2020. There are also revisions to Article 11 Audit and Committee Terms of Reference and Part 4 Employment Officer Rules as agreed by Council on 30 July 2020.
3. The update on 12 November 2021 incorporates a change of the delegated authority for approving the Statutory Statement of Accounts from Council to Audit and Governance Committee and a revised version of the Procurement Rules, both of which Council agreed on 28 October 2021. A revision of Part 3 Scheme of Delegation Appendix 4 Portfolio Holders Responsibilities was authorised by Leader PFH Decision LDR-001-2021/22 in August 2021 following Annual Council in May 2021. Council agreed a revision to Part 3 Scheme of Delegation Appendix 5 in relation to EXL2 on 25 May 2021. Revisions have been made to Article 8 Regulatory and other committees Appendix 1 List of Functions and Delegation Authority, as agreed by Council on 17 December 2020. Also included in this update is Part 6 Member's Allowances Scheme 2021/22 as agreed by Council on 25 February 2021.
4. There are also minor amendments made on licensing legislation in respect of Article 8 Regulatory and other committees. Appendix 2 is added to include the Gambling Act 2002 List of Functions and Delegated Authority and Appendix 3 List of Statutory Powers is also updated. Part 3 Scheme of Delegations Appendix 5, Annex B is now merged with Annex A. Another minor amendment has been made to Article 5 Chairing the Council. All of these were authorised by the Monitoring Officer.
5. Members were advised of these revisions to the Constitution through the Council Bulletin of 19 November 2021.

Resource Implications:

The recommendations of this report seek to ensure that the Council's Constitution remains fit for purpose.

Legal and Governance Implications:

The Council's Constitution sets out procedures and rules for the operation of its functions and responsibilities.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

Consultation Undertaken:

The matters subject of recent revisions to the Constitution have been agreed by Council.

Background Papers:

None

Risk Management:

The Council's Constitution sets out procedures and rules for the operation of its functions and responsibilities.

Equality:

There are no equality implications arising from the recommendations of this report.