

## Appendix A

### Schedule of Proposed changes to the Constitution – May 2014

Section of the Constitution	Proposed change	Reason
Part A4 Annex1 para 1.1	<p>After the word “annual”, add the words “<b>budget setting</b>” so that the sentence reads:-</p> <p>“At the beginning of each meeting of the Council (other than annual, budget setting, or extraordinary meetings, except at the discretion of the Chairman) and the Executive and committees, a period of up to 15 minutes will be allowed for public questions, statements, deputations and responses.”</p>	<p>To reflect the intention that the budget setting meeting of the Council is restricted, where possible, to that function only.</p> <p>The Chairman would nonetheless retain the ability to allow public participation if he/she considered it appropriate.</p>
Part A4 Annex 2 Petitions Scheme para 1.1	<p>after the words “Members of the Public may present the Council” insert the following wording “<b>(but not at annual, budget setting or extraordinary meetings of the Council, except at the Chairman’s discretion)</b>”</p>	<p>To provide that the presentation of petitions is consistent with other public participation at Council meetings.</p>
Part B5 Full Council Procedure Rules para 3 the Budget Setting meeting (of the Council)	<p>Insert a new paragraph at 3.2.3 and re-number thereafter.</p> <p>The new paragraph to state:  <b>“A recorded vote shall be taken on any decision relating to the setting of the Council’s annual budget or setting of the annual Council Tax charge of how every Council member voted, and those who abstained from voting, for inclusion in the minutes of the meeting.”</b></p>	<p>To comply with new Government guidance.</p>

Part B5 Full Council Procedure Rules 4.2.1.14 etc	Correct, wherever it occurs, the title “Bedfordshire and Luton Combined Fire Authority” to read “ <b>Bedfordshire and Luton Fire and Rescue Service</b> ”	To correct the title.
Part B5 Rules of Debate new paras19.4 and 19.4.1	Insert a new para 19.4 and the title “ <b>Executive Member’s Speech</b> ” Insert another new para 19.4.1 and the wording “ <b>The Chairman shall give the relevant Executive Member an opportunity to respond to the motion, for up to 5 minutes.</b> ” and renumber the paragraphs which follow.	To reflect current custom and practice at Council meetings.
Part C3 para 3 Functions delegated to all Executive members and individual Executive members – the final delegation:	Replace the words which follow “as prescribed by” with the following words: “ <b>Schools Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment Discontinuance of School) Regulations 2013</b> ”	To replace the outdated Regulations with the current Regulations which came into force in January 2014.
Part E2 Committee Terms of Reference section 5 General Purposes Committee para 5.1.4	Delete paragraph 5.1.4 which states “Consider any matter referred by the Employee Partnership Committee” and re-number the paragraphs which follow.	To update the Constitution as the Employee Partnership Committee no longer exists.
Part E2 Committee Terms of Reference section 9 The Employee Partnership Committee	Delete the section on the Employee Partnership Committee and re-number thereafter.	To update the Constitution as the Employee Partnership Committee no longer exists.

Part F4 Protocol for Officer and Member Relations para 4.1	Amend the wording to add the words “ <b>(including the Cabinet)</b> ” and delete the word “ <b>in his absence</b> ” and add after “the Chief Executive” the words “ <b>or the Director</b> ” so that the wording reads: “Political groups (including the Cabinet) may ask the Chief Executive (or the relevant Director) for a briefing on Council business. If the Chief Executive or the Director agrees, the following principles will apply:-“	To clarify that requests for officer attendance at Cabinet must be made to the appropriate senior officers.
Part F4 Protocol for Officer and Member Relations para 5.1.1	add after “Chief Executive” the words “ <b>acting as the Head of the Paid Service.</b> ”	For clarity.
Part F4 protocol for Officer and Member Relations para 5.1.4	Add the words “ <b>and appointment</b> ” and “ <b>in accordance with the Council’s Officer Employment Procedure Rules</b> ” so that the paragraph reads: “Members are responsible for the recruitment and appointment of the Chief Executive, Directors, the Chief Finance Officer and the Monitoring Officer, in accordance with the Council’s Officer Employment Procedure Rules”	For clarity.

<p>Part F4 Protocol for Officer and Member relations, new para 6.6</p>	<p>add a new heading “<b>Use of IT Systems</b>” and insert paragraphs as shown below, renumbering what follows accordingly.</p> <ul style="list-style-type: none"> <li>a) Members are bound by the terms of the Council’s Acceptable Use Policy when using Council systems and must sign the Policy prior to accessing systems and data;</li> <li>b) under no circumstances should Council information identified as RESTRICTED be forwarded from Council email addresses to <u>external</u> email addresses. Great care must be taken when sending PROTECTED emails outside the Council’s network to ensure that it is addressed only to authorised recipients;</li> <li>c) access to Council email from a fixed location, such as a home or workplace address, will be provided, using a personally owned device such as a laptop or personal computer, and the Council’s Citrix system and a two-factor authentication token;</li> </ul>	<p>As discussed at Council and delegated by Council to Cllr Maurice Jones, Executive Member for Corporate Resources.</p>
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	d) Members may synchronise their Council email and calendars with their smartphone or tablet devices providing the approved mobile device management solution has been installed and configured on the device. Members agree that the Council can wipe the Council email and calendar information from the smartphone / tablet device if it is lost or stolen. This application does not provide the Council with access to any other data stored on the device.	
Part H1 Officers	Replace the title “Assistant Director Environmental Services” wherever it occurs with “ <b>Assistant Director Highways and Transport</b> ”	To correct the title of the post with this responsibility.
Part H3 Scheme of Delegation by the Council and by the Executive to Directors and Other Officers:	Transfer the section on “Adult and Community Learning” from the responsibility of the Director of Regeneration and Business Support (was 4.4.68 onwards) to the Community Services Director (now 4.3.78 onwards), and re-number both areas accordingly.	To reflect the responsibilities correctly.
Part H3 paragraph 4.4	Correct the Director’s title so that it reads “ <b>Director of Regeneration and Business Support</b> ”	To correct a typographical error.
Part K, Schedule 1, Special Responsibility Allowances	amend the sum for Deputy Executive Members by deleting the first “6,” so that the sum reads “ <b>6,367.48</b> ”	To correct a typographical error.