

APPENDIX A - Miscellaneous Changes to the Constitution

Part	Page No.	Para No	Existing provision	Amendment required	Reason for Amendment
A4 Citizens and the Council Annex 3 Procedure for Public Participation in Development Management Committee Meetings	12	1	Any person (meeting the qualifications above) who wishes to speak must notify the Director of Sustainable Communities by letter, telephone or fax by close of business on the day before the meeting at which the application in which he/she has an interest is to be considered	Insert "email" after "telephone".	To correct an omission. Emails are accepted under the current procedure.
B2 The Budget and Policy Framework	1	1.1.2.1	Annual Library Plan included as a statutory plan	Delete (and re-number below)	While included originally as it is still listed in regulations as a joint Council/ Executive function, DCMS withdrew the requirement to produce the Plan as from 2002/03. It will no longer be a separate policy document.

B5 Full Council Procedure Rules	14	16.1.1	Except for motions which can be moved without notice under Rule 17, written notice of every motion, signed by the member of the Council, must be delivered to the Monitoring Officer not later than 7 working days before the date of the meeting. These will be entered into a book open to public inspection.	Insert “clear” between “7” and “working”.	To correct an omission and provide for consistency throughout the Procedure Rules.
E2 Committee Terms of Reference	10	7.2.1	The approval of any proposal to change the name of the District or a Parish.	Delete “District” and replace with “Council”	To correct an error.
F4 Protocol for Member/Officer Relations	7	5.1.4	Members are responsible for the recruitment of officers at Head of Service Level and above.	Delete “Head of Service” and replace with “Assistant Director”	Members will recall that there was a very late change in titles for officers with “Heads of Service” being renamed as “Assistant Directors”. Unfortunately, this reference was not corrected when making the final changes to the Constitution to reflect the change in job titles.
F4 Protocol for Member/Officer Relations	8	6.4		Renumber as “6.3” and renumber subsequent paragraphs	Paragraph numbering incorrect.