

Rec. no.	Section	Ref / Para No.	Change Type		
			Factual i.e. Title Change	Currently reads	Suggestion for Change
Table 1: Areas of the Constitution where a change is recommended, and where Full Council is asked to approve					
1	Throughout document	NA	Gender specific language	Gendered language exists throughout the document, e.g. "his Committee".	Throughout the Constitution, change gender specific titles such as him/her to they/them etc
2	2 The County Council's Constitution	5.1	Updated approach	"The Director of Corporate Services will give a printed copy of this Constitution to each member of the authority upon delivery of that individual's declaration of acceptance of office on the member first being elected to the Council."	"The Director of Corporate Services will draw to the member's attention the location of this Constitution, on the member first being elected to the Council."
3	3 Members of the County Council	1.3	Removal of reference to member addresses	"A list of the current County Councillors along with their address and their contact details is maintained on the County Council website at"	"A list of the current County Councillors along with their contact details is maintained on the County Council website at"
4	3 Members of the County Council	3.2	Wording amendment	"Councillors are also encouraged to prepare and publish an accountability statement each year."	"In the spirit of transparency and openness, information on councillors' activity is available on the council's public website."
5	3 Members of the County Council	Members Code of Conduct - General statement	Wording additions	"Importantly, I should be able to undertake my role as a councillor without being intimidated, abused, bullied or threatened by anyone, including general public".	"Importantly, I should be able to undertake my role as a councillor without being intimidated, abused, bullied or threatened by anyone, including general public, and whilst treating others with the same dignity and respect."

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6	3 Members of the County Council	Members Code of Conduct	Document revision	Appendix A - Table 2 covers Other Registerable Interests	<p>This is now in line with the changes suggested by the LGA and agreed by Council in 2020. In particular, update on Other Registrable Interests:</p> <p>You must register as an Other Registerable Interest :</p> <p>a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p>
7	3 - Guidance on Member/Officer Relations	5.4 and 8.1	Addition of wording	"Councillors requests for information must always be given high priority and a response given within 2 working days"	"Councillors requests for information must always be given high priority and a response given within 2 working days where possible. Members are encouraged to share information in respect of their deadlines, to assist officers to respond appropriately."
8	3 - Members' Allowance Scheme	NA	General document update	Entire Scheme is within review detailed to the right	<p>The scheme has been slimmed down as there was a lot of repetition from what was in the appendix to the scheme. Amendments are suggested to make this less repetitive and more clear. Updates have been made to Schedule 2 in line with current SRA roles.</p> <p>No changes have been made to the content of this section, content has just been rearranged for greater clarity.</p>

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9	6 Cabinet	3.1	Wording addition	"The Leader shall specify the number of Members in addition to himself who comprise the Cabinet being not less than two and not more than nine. The Cabinet shall not be a Committee of the Council."	"The Leader shall specify the number of members (in addition to the Leader, or the Deputy Leader where they are unavailable) who comprise the Cabinet being not less than two and not more than nine. The Cabinet shall not be a Committee of the Council."
10	6 Cabinet		Wording added	The new Staffordshire Leaders Board is not yet mentioned in the Constitution.	<p>Wording will be added under the Cabinet section to state the current position, with further update planned in future:</p> <p>"Staffordshire Leaders Board</p> <p>The County Council's Cabinet have approved proposals for the establishment of, and the County Council's participation in, the Staffordshire Leaders Board. The purpose of this Board will be to continue to improve joint working between the County, District and Borough Councils in Staffordshire, and to develop and negotiate a County Deal with Government. The proposals will allow the County and District/Borough Councils in Staffordshire to build on their strengths by focusing on joint approaches to the big issues that affect us, including the economy, public health and reducing carbon emissions.</p> <p>It will also create an official structure by which Staffordshire's democratic organisations can speak jointly to central Government on how we can deliver better health and prosperity to the county.</p> <p>The Leader of the Council has been appointed as the County Council's representative on the Leaders Board."</p>
11	6 Cabinet		Paragraphs moved to different section	Paragraphs 9-12 cover Procedural Standing Orders for Cabinet	These paragraphs moved to a new subsection for Cabinet within Section 11 - Procedural Standing Orders
12	6 Cabinet	Cabinet Member role descriptions	Wording additions	Cabinet Member role descriptions for Commercial and Highways and Transport do not include Utility Companies within the list of Key External Relationships	Wording to be inserted under Cabinet Members for Commercial and Highways and Transport (to align with what's already there for Environment, Infrastructure and Climate Change)

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13	6 Cabinet	Shadow Cabinet	Wording clarification re various different terms for 'Major Minority Group' etc	"The Leader of the Major Minority Group may choose to form a Shadow Cabinet by his/her nomination from amongst the members of the Council. The Leader of the Major Minority Group shall notify the Council and the Chief Executive of the names of the members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time."	"The Council will recognise the existence of political groups and the "Leader of the Opposition" shall be the Leader of the largest political group on the Council (excluding the political group of the Leader of the Council). The Leader of the Opposition may choose to form a Shadow Cabinet by their nomination from amongst the members of the Council. The Leader of the Opposition shall notify the Council and the Chief Executive of the names of the members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time."
14	7 Overview and Scrutiny Committees	17.4	Wording amendment	<p>"17.4 During the period between the publication and implementation of a decision not less than four voting members of the relevant Scrutiny Committee, eight members of the Council who are not members of the Cabinet or a Group Leader with a group of eight or more members (excluding members of the Cabinet) and who is not a Cabinet Member may call the decision in either in writing or by e- mail. The call in will then be considered at the next meeting of the Corporate Overview and Scrutiny Committee (or the relevant Committee if delegated) and the decision shall not be implemented until the relevant Committee have dealt with it.</p> <p>17.5 The call-in notice shall specify a 'Lead Member' who will speak at the Committee meeting to explain the reasons for calling the decision in and answer any questions from Committee Members. The Cabinet Member responsible for the decision will also be invited to explain the reasons behind the decision and answer questions. The remaining members who have called the decision in who are neither members of the Corporate Overview and Scrutiny Committee nor "local members" shall be entitled to attend and may answer questions from Committee Members."</p>	"17.5 The call-in notice shall specify a 'Lead Member' who will speak at the Committee meeting to explain the reasons for calling the decision in and answer any questions from Committee Members. If the call-in has been made by four or members from the relevant Scrutiny Committee, then the Lead Member will be from that group. If the call-in arrives from eight or more members of the Council who are not members of the Cabinet or a Group Leader the Lead Member will be chosen from that group. The Cabinet Member responsible for the decision will also be invited to explain the reasons behind the decision and answer questions. The remaining members who have called the decision in who are neither members of the Corporate Overview and Scrutiny Committee nor "local members" shall be entitled to attend and may answer questions from Committee Members."

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15	8 Other Committees	2.4	Wording amendment and new paragraph	"2.4 In addition the Planning Committee will establish a Countryside and Rights of Way Panel and Licensing Panel of five members of the Committee with full delegated powers to deal with the following matters detailed below."	<p>"2.4 In addition the Planning Committee will establish a Countryside and Rights of Way Panel of seven members of the Committee with full delegated powers to deal with the following matters detailed below.</p> <p>2.5 In addition, the Planning Committee with establish a Licensing Panel (if required) of five members of the Committee with full delegated powers to deal with the following matters detailed below.</p>
16	8 Other Committees	2.5.1	Update on Countryside and Rights of Way Panel membership	"The Countryside and Rights of Way Panel will be appointed at the first meeting of the Planning Committee in each municipal year. In addition to the five Members of the Panel, five additional Members will be appointed as substitutes to serve on the Panel in circumstances referred to in paragraph 2.54 below."	<p>Updates agreed and recommended to Council at Planning Committee in December 2021:</p> <p>"2.5.1 The Countryside and Rights of Way Panel will consist of seven Members from the Planning Committee and will be appointed at the first meeting of the Planning Committee in each municipal year".</p>
17	8 Other Committees	2.5.2	Updated list	The list at 2.5.2 sets out the functions and responsibilities of the Countryside and Rights of Way Panel. Some of this wording is out of date or misses required information.	This list has been updated to be up to date with the role and legislation related to the Panel.
18	8 Other Committees	2.5.4	Updated wording	"For consideration of reports on applications for the registration of common land, or town or village greens and Section 53 items the Panel shall operate a formal substitute member system in cases where a full member of the Panel is the local member for the division in which the land is situated."	<p>Updated wording around new approach to replace the Panel's substitute member system:</p> <p>"In cases where the Panel is required to consider reports on applications for the registration of common land, or town or village greens and Section 53 items, and a Member of the Panel is the Local Member for the division in which the land is situated, that Member will leave the room during consideration of that item."</p>
19	11 Procedural Standing Orders	Procedural Standing Orders	Section has been redrafted for increased clarity.	Section has been redrafted for clarity and readability.	Wording has been reorganised for clarity and readability. Again, there are no major changes besides restructuring for greater clarity.

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20	11 Procedural Standing Orders	9.5	Wording added	"A Member of the Council may move that a particular matter raised during the debate be referred back to the Cabinet or to the Corporate Review Committee or the appropriate Scrutiny Committee for consideration."	Wording added to clarify that if action has already been taken then referring back will not invalidate that action: "If action has already been taken after being authorised by the Cabinet or a committee the reference back of the report will not invalidate the action taken."

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Table 2: Areas of the Constitution where a change is recommended that the Monitoring Officer is able to approve under his delegated powers					
21	Throughout document	NA	Wording updates	The Constitution contains various different names for county councillors, members, etc.	For consistency, throughout the Constitution, references to "Councillor" will be changed to "elected member".
22	Throughout document	NA	Officer title corrections	Some officer titles are incorrect at various points in the document	Corrected titles will be used.
23	Throughout document	NA	Wording amendment re overview and scrutiny	There is inconsistency in "Scrutiny" and "scrutiny" throughout the document.	References to 'scrutiny' on its own should be lower case throughout, and the wording will be amended to 'overview and scrutiny'.
24	1 Introduction to how the Council works	1.2	Wording added	"Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties. The Audit and Standards Committee trains and advises them on the Code of Conduct"	"Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties. The Audit & Standards Committee ensure that there is a suitable code and that training and support is available to members to understand what is in it."
25	1 Introduction to how the Council works	1.5	Wording added	At 1.3, "Meetings of the County Council are normally open to the public".	New paragraph at 1.5 to replace reference in 1.3: "County Council meetings are normally open to the public and webcast, and webcast meetings can be viewed online through the council's website (this is the same approach for all other public meetings of the County Council)."
26	1 Introduction to how the Council works	3.1	Clarification	"The Cabinet is the part of the County Council which is responsible for most day to day decisions."	"The Cabinet is the part of the County Council which is responsible for making key decisions"
27	1 Introduction to how the Council works	3.1	Clarification	"Meetings of the Cabinet are generally open for the public to attend, except where personal or confidential matters are being discussed"	"Meetings of the Cabinet are generally open for the public to attend, except where confidential or exempt information needs to be discussed (details on exemption can be found in Section 12 Access to Information)."

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28	1 Introduction to how the Council works	3.3	Wording added for clarity	"The Cabinet has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole to decide."	Wording added to clarify what the 'policy framework' means: "The Cabinet has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework set by the Strategic Plan, this must be referred to the Council as a whole to decide."
29	1 Introduction to how the Council works	5.1	New document title for Guidance on Member/Officer relations	"A code of practice governs the relationships between officers and members of the County Council."	"Guidance on Member/Officer relations governs the relationships between officers and members of the County Council."
30	1 Introduction to how the Council works	6.2	Wording update	"Some of these are legal rights, whilst others depend on the County Council's own processes. The Local Citizens' Advice Bureau can advise on individual legal rights. Where members of the public use specific Council services, for example as a parent of a school pupil, they may have additional rights. These are not covered in this Constitution."	"Some of these are legal rights, whilst others depend on the County Council's own processes. Where members of the public use specific Council services, they may have additional rights. These are not covered in this Constitution."
31	3 - Members of the County Council - Guidance on Member/Officer relations	1.2	Wording update	"Although both councillors and officers depend upon one another to be able to do their respective jobs, councillors, in particular, are reliant upon officers for information and support. Because of this all officers need to be aware of their responsibility when called upon to provide support and assistance to councillors to enable them to do their job effectively. Whenever a councillor raises a question with an officer a response must be given promptly. When promises are made to Councillors they need to be kept."	Removal of last two sentences, as the Access to Information section covers what members can expect and when.
32	3 - Members of the County Council - Parental Leave Policy for Members	Parental Leave Policy for Members	Formatting fix	Line spacing formatting is irregular	Line spacing to be addressed to ensure consistency with rest of Constitution
33	4 Citizens and the Council	2	Title change	"2. Voting and Petitions"	"2. Voting and Referenda"

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34	4 Citizens and the Council	2.1 and 2.2	Wording change	<p>"Citizens on the electoral roll for the County area have the right to vote in any election or referendum organised by the County Council. They may also sign a petition to request a referendum for an elected mayor form of Constitution. If the number of signatures on the petition reaches the prescribed number (currently 5% of the Electoral Roll), the County Council will hold a referendum.</p> <p>"Citizens also have a right to submit or sign petitions to the County Council including electronic petitions which can be submitted"</p>	<p>Clarity on when we mean citizens and residents -</p> <p>"Residents on the electoral roll for the County area have the right to vote in any election or referendum organised by the County Council. They may also sign a petition to request a referendum for an elected mayor form of Constitution. If the number of signatures on the petition reaches the prescribed number (currently 5% of the Electoral Roll), the County Council will hold a referendum.</p> <p>"Staffordshire residents also have a right to submit or sign petitions to the County Council including electronic petitions which can be submitted."</p>
35	4 Citizens and the Council	3.1	More succinct wording	"Full details of Citizen's rights of access to information and the County Council's decision making arrangements are given in Section 13 of the Constitution – Access to Information Procedure rules."	"Full details of Citizens' rights of access to information are given in Section 12 of the Constitution – Access to Information Procedure rules."
36	4 Citizens and the Council	3.2	More succinct wording	<p>"• Attend meetings of the County Council and its Committees and Panels, except where it is likely that confidential or exempt information will be disclosed during the meeting. Where this is the case, the meeting will be held in private and any reports containing confidential or exempt information will not be published;</p> <p>"• Attend meetings of the Cabinet when key decisions are being considered"</p>	<p>"• Attend meetings of the County Council, its Committees and Panels, and Cabinet except where it is likely that confidential or exempt information will be disclosed during the meeting. Where this is the case, the meeting will be held in private and any reports containing confidential or exempt information will not be published"</p>
37	4 Citizens and the Council	3.2	Title correction	"• Find out what key decisions will be taken by the Cabinet, and when, from the Council's Notice of Intended Key Decisions"	"• Find out what key decisions will be taken by the Cabinet, and when, from the Council's Forward Plan of Key Decisions, which can be found on the County Council's website"
38	4 Citizens and the Council	Petitions	Address update	Out of date address for sending paper petitions	Correct address inserted
39	4 Citizens and the Council	Petitions	Numbering to be used	Section does not contain paragraph numbering	Here and elsewhere in the document where this is the case, numbering will be inserted.

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40	5 Full Council	2.1	Clarity added	"The Full Council's primary responsibility is to adopt and approve the County Council's Budget and Policy Framework. The way in which changes to the Budget and Policy Framework are made is governed by the Budget and Policy Framework Rules appended to this section."	Wording added to clarify how MTFS and Strategic Plan form the policy framework: "The Full Council's primary responsibility is to adopt and approve the County Council's Budget and Policy Framework. This comprises of the Medium Term Financial Strategy (MTFS) and the Strategic Plan (i.e. the Policy Framework – encompassing key strategies and plans that support delivery of the strategic outcomes, priorities and services). Developed in tandem, the MTFS provides a framework within which financial stability can be achieved and sustained to deliver the Council's Strategic Plan. The way in which changes to the Budget and Policy Framework are made is governed by the Budget and Policy Framework Rules appended to this section."
41	5 Full Council	2.4	Role added as per factual requirement	No reference in the bullet list of designation of an officer as the S151 Officer	Added: "To designate an officer as the S151 officer"

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42	5 Full Council	2.2	List updated	<ul style="list-style-type: none"> •Annual Library Plan •Best Value Performance Plan •Children and Young People's Plan •Corporate Strategy •Sustainable Community Strategy •Crime and Disorder Reduction Strategy •Development Plan documents contained in the Minerals and Waste Development Framework •Youth Justice Plan •Local Transport Plan" 	<p>Updated list will be inserted, and updated later in 2022 following a further review which is currently underway.</p> <ul style="list-style-type: none"> •Strategic Plan and Corporate Delivery Plan •Staffordshire Children, Young People and Families Strategy •Education and Skills Strategy: A Partnership Framework for Staffordshire •Staffordshire Special Educational Needs and Disabilities (SEND) Strategy •Health and Wellbeing Strategy •Staffordshire and Stoke On Trent Mental Health Strategy •All Together for Carers- A Carers Strategy for Staffordshire •Climate Change Strategic Development Framework •Staffordshire Means Back to Business •Annual / bi-Annual Library Plan •Community Safety Agreement and community safety strategic assessment •Local Flood Risk Management Strategy •Development Plan documents contained in the Minerals and Waste Development Framework •Youth Justice Plan •Transport Strategy and Policy Documents contained within the Local Transport Plan"
43	5 Full Council	Appendix Budget and Policy Framework Procedure Rules 1.1	Added clarity	<p>"The Council will be responsible for the adoption of its budget and policy framework as set out in Section 5 of the Constitution. Once a budget or a policy referred to in the policy framework is in place, it will be the responsibility of the Cabinet to implement it."</p>	<p>Wording added to clarify how MTFS and Strategic Plan form the policy framework:</p> <p>"The Council will be responsible for the adoption of its budget and policy framework – comprising of the Medium Term Financial Strategy (MTFS) and the Strategic Plan (i.e. the Policy Framework, encompassing key strategies and plans that support delivery of the strategic outcomes, priorities and services) – as set out in Section 5 of the Constitution. Once a budget or a policy referred to in the policy framework is in place, it will be the responsibility of the Cabinet to implement it."</p>

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44	6 Cabinet	3.1 / 3.2	Paragraph addition	Wording does not define what "portfolio holder" means	Insertion of new paragraph at 3.2: "Cabinet Members responsibilities within their role are referred to as their Portfolio area, and they will on occasion be referred to as Portfolio Holders."
45	6 Cabinet	8.1	Wording addition for clarity	"The Cabinet may collectively take any decision on any matter delegated to the Cabinet by the Leader or has been referred to the Cabinet by a Cabinet Member, the Chief Executive or any Chief Officer or is one which the Cabinet have specifically reserved for decision to them."	Sentence addition: "Key Decisions can only be taken by the Cabinet."
46	6 Cabinet	8.3	Wording addition	"The Leader may establish one or more Cabinet Sub-Committees on a task and finish basis. They shall appoint the Chairman and members of the Sub-Committee from amongst the Members of the Cabinet and may delegate powers to it. The details of any Sub-Committee and the powers delegated to it shall be recorded in this Constitution."	Addition of: "If there is a need to make a Sub-Committee permanent, this would need to be taken to Full Council for ratification."
47	6 Cabinet	Property Sub Committee	Wording additions	"To exercise full delegated executive powers to consider and make decisions on all land and property transactions where the County Council has an interest and the value of that transaction is between £200,000 and £2 million as defined in the schedule of decision making authority appended to these Terms of Reference."	Addition of "The Property Sub-Committee is a sub-committee of Cabinet. Its purpose is..."
48	6 Cabinet	Terms of Reference for Boards	Wording update	Of the list of Boards, only the W2R Board remains which falls under the auspices of the Joint Waste Management Board. "Innovation and Efficiency Board Service Review Board W2R Board BSF Project Board Procurement Board"	This list can be removed and the reference to the W2R Board placed under the Joint Waste Management Board wording inserted in Section 9.
49	8 Other Committees	Other Committees	Update to wording	(NB Any provisions in this Section relating to public participation in meetings are temporarily amended under the 'Coronavirus Regulations 2020' No. 392. Details of the amendments are shown at Appendix 1 to this section).	Removal of this wording re Coronavirus Regulations 2020

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50	8 Other Committees	2.1	Insertions and updates	Paragraph 2.1 contains a detailed list of functions and delegated powers which the Planning Committee is responsible for discharging. Some of this does not align with the latest Scheme of Sub-Delegation.	Wording adjustments to the list to bring this in line with the latest Scheme of Sub-Delegations for Environment, Infrastructure and Skills, identifying any other necessary updates which will also be made to the Scheme.
51	8 Other Committees	2.3	Update on protocols	"2.3 Meetings of the Planning Committee will be subject to the Procedural Standing Orders in Section 10 of this Constitution and, in addition the Committee has agreed a protocol for Members of the public who have made representations to speak at meetings of the Committee. The operation of this protocol is regular reviewed and the up to date version can be found at http://www.staffordshire.gov.uk/yourcouncil/committeesold/planningcommittee/default.htm ."	Updated protocols for Committee members, public speakers and site visits: "2.3 Meetings of the Planning Committee will be subject to the Procedural Standing Orders in Section 10 of this Constitution and, in addition the Committee has agreed to: <ul style="list-style-type: none"> • a guidance protocol for Members of the Committee; • A public speaking protocol for Members of the public who have made representations to speak at meetings of the Committee; and, • a protocol for when Members of the Committee visit a site that is the subject of a committee report." and updated hyperlink.
52	8 Other Committees	3.2 - Standards Matters	Updated wording	"To oversee the effectiveness of the Council's procedures for investigating and responding to complaints about Councillors and Co-opted members (as approved by Full Council on 19 July 2012)."	Removal of "(as approved by Full Council on 19 July 2012)" as these have been superseded.

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53	8 Other Committees		4 Removal of unnecessary box	<p>Box at paragraph 4 states:</p> <p>Bold Text Terms of Reference to be gradually phased out, with effect from 1 April 2017, to co-incide with the establishment of LGPS Central Limited, the transfer of Pension Fund investment management activity to that company and the establishment of associated revised governance arrangements</p> <p><i>Red (Italic) Text</i> Terms of Reference to be to gradually phased in, with effect from 1 April 2017, to co-incide with the establishment of LGPS Central Limited, the transfer of Pension Fund investment management activity to that company and the establishment of associated revised governance arrangements.</p>	This wording can be removed as now no longer relevant.
54	9 Joint Arrangements	2.5	Updated title	"the Police Authority and Chief Officer of Police"	"the Police, Fire and Crime Commissioner"
55	9 Joint Arrangements		6 Removal of outdated wording	<p>6.Previous Joint Arrangements – January 2016</p> <p>6.1As part of an interim update to the Constitution details of the following previous joint arrangements have been deleted.</p> <ul style="list-style-type: none"> • Wedgwood Memorial College Joint Management Committee • Staffordshire Connects Joint Committee • Joint Staffordshire Parking Board • Joint Appointments Committee re: Staffordshire Police Authority • Staffordshire Supporting People Commissioning Body Members' Board • Joint Local Parking Committees (East Staffordshire, Lichfield, Newcastle-under Lyme, South Staffordshire, Stafford and Staffordshire Moorlands Districts) 	Removal of this paragraph as no longer relevant.
56	9 Joint Arrangements	7.2	Wording update	Wording in the section for Police Fire and Crime Panel (including the existing title) did not make reference to the Fire element of the role	At 7.2, 7.2.2, and 7.2.5, wording has been inserted to include the Fire element of the role, such as title updates, and references to the Fire and Rescue Plan and the Chief Fire Officer.
57	9 Joint Arrangements - HWB Board	7.3.1	New paragraph for clarification	Paragraph added at start of HWB section	"The Purpose of the Staffordshire Health and Wellbeing Board is to lead improvement of health and well-being and to oversee transformation of health and care services in Staffordshire."

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58	9 Joint Arrangements - HWB Board	7.3.3	Paragraph categorised	<ul style="list-style-type: none"> • Cabinet Support Member for Public Health & Integrated Chair (CoChair) • Cabinet Member for Health & Care • Cabinet Member for Children & Young People District & Borough Council Representative (North) • District & Borough Council Representative (South) • Representative of North Staffordshire Clinical Commissioning Group • Representative of South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group • Representative of East Staffordshire Clinical Commissioning Group • Representative of Stafford and Surrounds Clinical Commissioning Group • Representative of Cannock Chase Clinical Commissioning Group • NHS Commissioning Board Local Area Team • Chief Constable of Staffordshire Police • Deputy Chief Executive and Director of People, Staffordshire County Council • Director of Public Health Staffordshire • A designated representative from HealthWatch" 	List ordered into categories for clarity and updated as per current Health and Wellbeing Board Terms of Reference
59	9 Joint Arrangements - HWB Board	7.3.4	Wording update (removal of "Shadow")	"Shadow Health and Wellbeing Board"	"Health and Wellbeing Board"
60	9 Joint Arrangements - HWB Board	7.3.5	Paragraph removed	"The Board intends to ensure effective engagement and dialogue with wider stakeholders through the development of a Health and Wellbeing Provider Forum. The views of the Provider Forum will be fed back into the Board to inform its decision making."	Removal of paragraph as Forum is not mentioned within current Terms of Reference for the Health and Wellbeing Board
61	9 Joint Arrangements - HWB Board	7.3.6	Paragraph split and updated	7.3.6 details 17 core duties for which the Health and Wellbeing Board is responsible.	This list is split with an additional paragraph: "In addition to the duties of the Board as set out in the Health and Social Care Act, the Staffordshire Health and Wellbeing Board has also agreed additional functions relevant to achieving outcomes for Staffordshire and the wider Staffordshire partnership environment"
62	9 Joint Arrangements - HWB Board	7.3.7	Bullet point updated	"• It is expected that decisions will be reached by consensus."	"Decisions will be made by consensus. The Board does not have the power to direct any of the statutory organisations. However, where the Board has agreed a course of action it will expect the statutory agencies to ensure that this is enacted."

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63	9 Joint Arrangements - HWB Board	7.3.7	Bullet point updated	"Core members have a responsibility to feedback to their respective organisations the deliberations and decisions of the Board as appropriate."	"Board Members are expected to feed back the deliberations and decisions of the Board to their respective organisations."
64	9 Joint Arrangements - HWB Board	7.3.11	Roles updated	"• The Chairman of the Health and Wellbeing Board will be the County Council's Cabinet Member for Adults Wellbeing. • The Co-Chair will be selected from the Clinical Commissioning Group representatives on the Board."	"- The Chairman of the Health and Wellbeing Board will be the County Council's Cabinet Support Member for Public Health and Integrated Care. - The Co-Chair will be selected from the Clinical Commissioning Group representatives on the Board."
65	9 Joint Arrangements - HWB Board	7.3.13	Meeting frequency update	"The Board will meet publically 6 times a year on an eight week cycle"	"The Board will meet publically at least 4 times a year on a quarterly cycle"
66	9 Joint Arrangements - HWB Board	7.3.14	Wording amendment	"no later than eight working days in advance of the meeting"	"no later than ten working days in advance of the meeting"
67	9 Joint Arrangements - HWB Board	7.3.17	Wording amendment	"The quorum for a meeting shall be a quarter of the membership including at least one elected member from the County Council and one representative of the GP commissioning consortia."	"The quorum for a meeting shall be a quarter of the membership including at least one elected member from the County Council and one member from the NHS."
68	9 Joint Arrangements - HWB Board	7.3.23	Wording amendment	" The partnership organisations are responsible for meeting the expenses of their own representatives."	"Constituent organisations are responsible for meeting the expenses of their own members."
69	9 Joint Arrangements - HWB Board	7.3.24	New paragraph	New paragraph insertion re subgroups	"1.1.32 Subgroups 1.1.33 The Board will have the following subgroups: - Prevention Programme Management Group - BCF and Joint Commissioning Board - Families Strategic Partnership Board 1.1.34 Additional subgroups may be formed and disbanded by decision of the Board."
70	9 Joint Arrangements - HWB Board	7.3.7 and 7.3.15	Updated wording	References to decisions and implementation taking place "from April 2013"	References removed to "From April 2013" as this is outdated
71	9 Joint Arrangements - HWB Board	7.4.6	Table replaced	Table at 7.4.6 contains reference to named individuals and is out of date.	Wording to replace table: "18 members, comprised of 9 members from Staffordshire County Council and 9 members from Stoke-on-Trent City Council."

Rec. no.	Section	Ref / Para No.	Factual i.e. Title Change	Currently reads	Suggestion for Change
72	9 Joint Arrangements - Joint Waste Management Board	7.5	Paragraphs added for consistency	Joint Waste Management Board is not referenced in this section.	Paragraphs added to include Terms of Reference for Joint Waste Management Board (using latest Terms of Reference for the Board).
73	10 Officers	2.4	Wording added for clarity	"•Advising whether decisions of the Cabinet are in accordance with the budget and policy framework."	"Advising whether decisions of the Cabinet are in accordance with the budget and policy framework and on whether a decision is or is not a Key Decision."
74	10 Officers	2.10	Paragraphs moved for clarity	Paragraphs 2.10 and 2.11 moved to later in this section for clarity in reading.	This is not a material change
75	10 Officers	2.12	Wording adjusted for clarity	The key statutory functions and responsibilities of the Director for Health and Care are:	The Director for Health and Care is currently designated as the Director of Public Health and they are responsible for the County Council's functions in respect of Public Health including:-
76	10 Officers	6.1	Wording amendment for clarity	Every contract made by the Council will comply with the the Council's Procurement Policy and Contract Standing Orders set out in Section 14 of this Constitution.	Every contract made by the Council will comply with the the Council's Contract Standing Orders (referred to as the Procurement Regulations) set out in Section 14 of this Constitution.
77	10 Officers	8	Position corrected on Chief Officer role to align with Scheme of Delegation	A Chief Officer is authorised to institute, defend or participate in or withdraw from any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where such Chief Officer considers that such action is necessary to protect the Council's interests.	A Chief Officer is authorised to take all steps as may be required to maintain the operation and effectiveness of services; such steps to include: Following consultation with the County Solicitor, to instruct the County Solicitor to: - issue or instigate , prosecute, defend, withdraw, appeal or compromise any claims or legal proceedings (civil or criminal) connected with any function or service for which the Senior Leadership Team member is responsible - commence criminal proceedings for any breach of any law/by-law within the services and functions for which the Senior Leadership Team member is responsible - pursue the recovery of costs incurred by the County Council as part of any legal proceedings - The exercise of statutory powers to enter land or premises and/or carry out inspections for the purposes connected with the services or functions for which the Senior Leadership Team member is responsible - The exercise the County Council's statutory powers to require information as to the ownership, occupation or use of land or premises or otherwise

Rec. no.	Section	Ref / Para No.	Factual i.e. Title Change	Currently reads	Suggestion for Change
78	10 Officers	12.4	Wording update to allow for electronic register	Details of every deed and other document to which the Common Seal is to be affixed shall be entered prior to the time of its sealing or as soon as practicable thereafter by the Director of Corporate Services in a book to be provided for that purpose and the book shall be signed by the person attesting the affixation of the Common Seal.	Details of every deed and other document to which the Common Seal is to be affixed shall be entered prior to the time of its sealing or as soon as practicable thereafter by the Director for Corporate Services in a central register to be provided for that purpose and the register will record the person attesting the affixation of the Common Seal.
79	10 Officers - Scheme of Delegation	Table at paragraph 2	Wording amendment for clarity	Direct impact on customers	Direct impact on residents, communities and service users Member Decision (this could mean Cabinet Member or individual local member)
80	10 Officers - Scheme of Delegation	Table at paragraph 2	Wording amendment for clarity	Cabinet Member Decision	
81	10 Officers - Scheme of Delegation	18	Addition of limit for clarity	Where a Senior Leadership Team member is of the opinion that any matter delegated to him/her may involve the payment of compensation for which no specific budgetary provision has been made no decision shall be made without reference to, and approval by, the Cabinet or a Committee (as appropriate)	Addition of "subject to a de minimis limit of £3000." at the end of this paragraph
82	10 Officers - Scheme of Delegation	19	Removal of redundant wording	The Senior Leadership Team member must ensure that decisions made under this Scheme, or any sub-scheme, are supported by relevant documentation and evidence.	The Senior Leadership Team member must ensure that decisions made under this Scheme, are supported by relevant documentation and evidence.
83	10 Officers - Appendix 2 Officers Code of Conduct	1.1 and 12	Deletion of redundant paragraph	1.1 The Government intend to publish an Officers' Code of Conduct which the County Council will consider once it is available. 12. The Government have said that they will introduce a Mandatory Officer Code of Conduct. This Code – and related documents such as the supporting guidance – will need to be reviewed when they do.	Deletion of this wording as this work does not appear to be coming.
84	10 Officers - Appendix 2 Officers Code of Conduct	1.2	Title change	Application to Schools	Application to Schools

Rec. no.	Section	Ref / Para No.	Factual i.e. Title Change	Currently reads	Suggestion for Change
85	10 Officers - Appendix 2 Officers Code of Conduct	1.2	Wording update	<p>The Education Reform Act requires the governors of schools with delegated powers to establish the disciplinary rules which apply to the employees of the school. This has the effect of transferring an obligation which exists in general employment law from the County Council, as the employer, to the governors. However, Staffordshire County Council remains the employer of all staff of schools. The standards which are set out in this document are commended for adoption by governors. If this is done (and unless otherwise stated) the reference to 'County Council' in this guidance should read 'the governors of the school' reference to 'the Chief Officer ' should read 'the Headteacher' and reference to "a department" should read "school".</p> <p>In cases where information is to be provided to the Director for Corporate Services direct, a copy of the information should be provided to the Commissioner for Education and Skills. Further advice on the scheme can be obtained from the Director for Corporate Services.</p>	<p>The School Staffing (England) Regulations 2009 require governing bodies to establish procedures for the regulation of the conduct and discipline of staff. This has the effect of transferring an obligation which exists in general employment law in respect of staff employed by Community, Voluntary Controlled, Community Special and Maintained Nursery Schools ("the relevant schools"), from Staffordshire County Council, as the employer, to the governing body of the school. However, Staffordshire County Council remains the employer of such staff of the school. The standards which are set out in this document are commended for adoption by governing bodies. If this is done (and unless otherwise stated) the reference to 'Staffordshire County Council' or "County Council" in this guidance should read 'the governing body' of the school and reference to 'the Chief Officer ' should read 'the Headteacher' and reference to "a department" should read "school".</p> <p>In cases where information is to be provided to the Director for Corporate Services direct, a copy of the information should be provided to the Assistant Director for Education Strategy and Improvement. Further advice on the scheme can be obtained from the Director for Corporate Services.</p>
86	10 Officers - Appendix 2 Officers Code of Conduct	Standards of Conduct - Guidance for Employees - 1.1 and 1.2	Wording revisions for clarity	<p>1.1The public is entitled to expect of local government employees conduct of the highest standard. Public confidence in the integrity of the County Council would be undermined if there were the least suspicion, however ill- founded, that those who work for it could be influenced in any way by improper motives. Employees should also be protected against unjustified allegations orof wrongdoing.</p> <p>1.2It is important therefore that employees should know the standards of conduct expected of them. This booklet is designed to help to bring together a number of existing provisions and guidelines. It also includes clarification of some areas where there may have previously been some doubt.</p>	<p>1.1The public is entitled to expect of local government employees conduct of the highest standard. Public confidence in the integrity of the County Council would be undermined if there were the least suspicion, however ill- founded, that those who work for it could be influenced in any way by improper motives. Employees should also be protected against unjustified allegations orof wrongdoing. It is important therefore that employees should know the standards of conduct expected of them.</p>

Rec. no.	Section	Ref / Para No.	Factual i.e. Title Change	Currently reads	Suggestion for Change
87	10 Officers - Appendix 2 Officers Code of Conduct	Standards of Conduct - Guidance for Employees - 3.2.2	3.2.2	Gifts may also be offered, for example, at the conclusion of a courtesy visit to a factory or firm. If these are of the type normally given by that firm to visitors and of a minor nature (eg small free sample or an ashtray) they can be accepted. Similar arrangements apply where the refusal of a small gift would give needless offence. However, this should not be done if the giver is currently seeking a decision of the County Council. The small gift should only be accepted if the giver merely wishes to express thanks for advice, help or co-operation received.	Removal of reference to ashtray
88	10 Officers - Appendix 2 Officers Code of Conduct	Standards of Conduct - Guidance for Employees - 3.3.2	Wording update to clarify non-alcoholic	A working lunch of modest standards to allow the parties to continue to discuss business already started would normally be acceptable: this is a case where the modest hospitality is secondary to a specific working arrangement. The employee should be careful not to claim subsistence allowance unless the money claimed has actually been spent on, for example, the purchase of drinks to accompany the meal. On the other hand, it would not be acceptable conduct for an employee to accept a holiday (at home or abroad), or tickets for concerts, theatre or sporting events, the use of a company flat or hotel suite, or expensive hotel meals not connected with official business.	A working lunch of modest standards to allow the parties to continue to discuss business already started would normally be acceptable: this is a case where the modest hospitality is secondary to a specific working arrangement. The employee should be careful not to claim subsistence allowance unless the money claimed has actually been spent on, for example, the purchase of non-alcoholic drinks to accompany the meal. On the other hand, it would not be acceptable conduct for an employee to accept a holiday (at home or abroad), or tickets for concerts, theatre or sporting events, the use of a company flat or hotel suite, or expensive hotel meals not connected with official business.
89	10 Officers - Appendix 2 Officers Code of Conduct	Standards of Conduct - Guidance for Employees - 4.2	Wording clarification	With the above in mind, the County Council does not preclude all employees from taking additional employment but has decided that in certain circumstances employees should not engage in any business or paid employment other than that for which they are employed by the County Council, unless the County Council has agreed in writing to such business or employment. The general rule is that employees should seek permission to take on a second additional employment	Change of "second" in last sentence to "additional"
90	10 Officers	Appendix - Whistleblowing Policy - Contact Officers	Officers update	The officers listed here are out of date.	These tables will be updated.

Rec. no.	Section	Ref / Para No.	Factual i.e. Title Change	Currently reads	Suggestion for Change
91	10 Officers	Appendix - Officer Employment Procedure Rules	Section restructure	This section has been restructured and rearranged for clarity.	No substantive changes have been made to the content.
92	10 Officers	Appendix - Officer Employment Procedure Rules	Wording adjustments for clarity only	These rules have been amended on a number of occasions and required reordering and updating to reflect changes in titles and HR procedures.	Wording has been reordered for clarity, and to reflect current HR policies.
93	11 Procedural Standing Orders	1.3	Wording removed.	"Meetings of the Cabinet, any Cabinet Sub-Committees and of the Overview and Scrutiny Committees are subject to their own procedure rules outlined elsewhere in this Constitution."	Wording removed as other sections of Constitution do not include procedural rules.
94	11 Procedural Standing Orders	5.2	Wording clarification	"The Chairman will determine the order of business at meetings Meetings of the Council and (other than an Extraordinary Meeting of the Council) the following items will be considered:-"	"The Chairman will determine the order of business at Full Council meetings and (other than an Extraordinary Meeting of the Council) the following items will be considered:-"
95	12 Access to Information Procedure Rules	Access to Information Rules	Wording consistency	Through this section there is inconsistency between "Rules" and "Paragraphs".	Wording will use 'Rules' throughout rather than 'Rules' and 'Paragraphs'
96	12 Access to Information Procedure Rules	1	Definition added	Scope (paragraph 1) does not define the relevant designated Proper Officer.	Designated Officer will be defined within this section (as the Monitoring Officer)
97	12 Access to Information Procedure Rules	2.1	Wording added	"These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law."	Information added re council's duties to protect certain information: "Nor do these rules limit or diminish the council's duties to protect certain information."
98	12 Access to Information Procedure Rules	10.4	Table clarified	For 7 and 8, additional conditions read as: "Categories 8, 9 and 10 are exempt information only where a meeting of a Standards Committee is convened to consider a matter referred under the provisions of sections 60(2) or (3), 64(2), 70(4) or (5), or 71(2) of the Local Government Act 2000"	Point 10 removed and additional conditions for 7, 8 and 9: "Categories 8, 9 and 10 are exempt information only where a meeting of a Standards Committee (established under Part 3 of the Local Government Act 2000) is convened to consider a matter referred under the provisions of sections 60(2) or (3), 64(2), 70(4) or (5), or 71(2) of the Local Government Act 2000"

Rec. no.	Section	Ref / Para No.	Factual i.e. Title Change	Currently reads	Suggestion for Change
Table 3: Areas of the Constitution where items have been raised by members for further investigation					
				Issue raised	Next steps
NA	NA	NA	General point	<p>Are there any ways to enhance citizen engagement / participatory activities etc</p> <p>Is there a need to look at how our petitions operate?</p> <p>Are there ways to make decision making even more transparent?</p>	A review covering these aspects will be conducted in 2022 to explore new opportunities.
NA	NA	NA	General point	There is value in carrying out a broad review of scrutiny to ensure that our Overview and Scrutiny Committees are set up to align with the council's outcomes	A review of the council's scrutiny setup will be conducted during 2022 to ensure it is fit for purpose and effective
NA	NA	NA	General point	Guidance on members code of conduct - in particular on social media - could be strengthened.	This will be picked up by the Member Development Forum outside of the work on the Constitution and relates most strongly to training in the use of social media.
NA	NA	NA	General point	The Leader's Statement at Full Council could be revisited to enhance member engagement and could include the Forward Plan so as to be more forward looking.	This is not related to a change to the Constitution, and could relate to the review on scrutiny and how Overview is used to be more forward-looking.
NA	NA	NA	General point	Personal relationships between council staff and county councillors should be declared rather than avoided altogether, but kept professional	No major change to the Constitution is required as that section of the guidance is already about keeping relationships professional.