**Appendix 1: Proposed revisions to the Constitution for business continuity**

| **Ref.** | **Effect of proposed amendment** | **Proposed text**  |
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| 4.5 | Recognise single Cabinet Member decisions  | Decisions that must be agreed by Cabinet ***or delegated by the Leader to a single Cabinet Member*** (*then list points 1-40 in the table*) |
| New section in Part 4 | Include how single Cabinet Member decision making would operate. | ***Delegation to Cabinet Members******Should the Leader delegate authority to a single Cabinet Member to make a decision that Cabinet Member will receive a written report from the relevant officer within the senior management structure not less than three clear days before the date of decision.******Details of any decisions taken by single Cabinet Members under delegated powers will be published on the Council website together with the report.******If a matter has been delegated to a single Cabinet Member and that Cabinet Member has a disclosable pecuniary interest or conflict of interest, the decision will be taken by the Leader or another Cabinet Member authorised by the Leader.*** |
| 5.3 (b) | Delegate to the Head of Planning Services authority to determine all planning applications and other decisions in Part 5.3(b) in accordance with a protocol.Suspend operation of the Planning Review Committee and call-in to Area CommitteesRationale: To allow decisions to continue to be taken in a timely manner  | Planning*~~Area planning committees will be responsible for:~~****The Head of Planning Services will be responsible for the following in accordance with a protocol (see Annex 1:***  ***Business Continuity Planning Protocol) until such a time as planning committees can meet physically, at which point the Council’s normal constitutional arrangements will be reinstated:****(…...)**~~The Planning Review Committee decides planning applications that have~~**~~been called in by any twelve councillors or the Head of Planning and~~**~~Sustainable Development following consideration by an area planning~~**~~committee (Part 17.3).~~*(……) |
| 5.4 (b) | Delegate to the Head of Regulatory Services and Community Safety all responsibilities under the Licensing Act 2003 that can be delegated. | *Replace all of 5.4(b) with:****The Head of Regulatory Services and Community Safety will carry out all the responsibilities in the Licensing Act 2003 with the exception of any premises license application where a hearing is required in law and cannot be delegated, until such a time as licensing committees and sub-committees can meet physically,*** ***at which point the Council’s normal constitutional arrangements will be reinstated.*** |
| 5.5 (b) | Delegate to the Head of Regulatory Services and Community Safety all responsibilities under the Gambling Act 2005. | *Replace all of 5.5(b) with:****The Head of Regulatory Services and Community Safety will carry out all the responsibilities in the Gambling Act 2005 until such a time as licensing committee and sub-committees can meet physically,*** ***at which point the Council’s normal constitutional arrangements will be reinstated.***  |
| 5.6 (b) | Delegate to the Head of Regulatory Services and Community Safety all the taxi and private hire and other vehicle licensing responsibilities in Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. | *Replace all of 5.6(b) with:****The Head of Regulatory Services and Community Safety will carry out all the responsibilities in Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 until such a time as licensing committee and sub-committees can meet physically,*** ***at which point the Council’s normal constitutional arrangements will be reinstated.*** |
| 5.7(b) | Delegate to the Head of Regulatory Services and Community Safety all responsibilities in Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 except taxi and private hire vehicle licensing. | Replace all of 5.7(b) with:***The Head of Regulatory Services and Community Safety will carry out all the responsibilities in Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 until such a time as licensing committee and sub-committees can meet physically, at which point the Council’s normal constitutional arrangements will be reinstated.*** |
| 11.6 | Enable the Chief Executive to decide the time of a Special meeting of Council without consultation. | Ordinary meetings usually start at 5.00 p.m. The annual meeting will usually startat 4.00 p.m. The times of Special meetings are decided by the Chief Executive ~~in~~~~consultation with the Lord Mayor~~. Meetings are usually held in the CouncilChamber in the Town Hall.For ordinary meetings, part 2 of the order of business as set out in 11.3 shall notcommence before 7.00 p.m. |
| 13.4 | Enable the Head of Law and Governance to set a special meeting without consultation. | Scrutiny Committee meetings(.…..)The Head of Law and Governance will ~~consult the chair about~~ ***decide*** the time and place of a special meeting.(……)~~If a Scrutiny Committee has nothing to do at one of its fixed meetings,~~ The Head ofLaw and Governance can cancel ~~it after consulting the chair~~ ***a meeting***. |
| 14.6 (a) | Enable the Head of Law and Governance to cancel and reschedule meetings of non-executive committees. | Cancelling or rescheduling a meeting~~If a committee has insufficient business for one of its fixed meetings,~~ The Headof Law and Governance can cancel or reschedule ~~it after consulting the chair of the committee~~ a meeting. |
| 14.6 (b) | Enable the Head of Law and Governance or the Chief Executive to arrange a special meeting without consultation | Special meetingsThe Head of Law and Governance or the Chief Executive can arrange aspecial meeting ~~after consulting the chair of the committee~~. |
| 17 | Suspend Call-in provisions  | *Replace all of Part 17 with:*17.1 What decisions can be called in?***No decisions can be called in.*** |