

Appendix 1: Proposed revisions to the Constitution for business continuity

Ref.	Effect of proposed amendment	Proposed text
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 Committees Rationale: To allow decisions to continue to be	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

	taken in a timely manner	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: <i>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.</i>
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: <i>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.</i>
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: <i>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.</i>

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.	<p>Replace all of 5.7(b) with:</p> <p><i>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.</i></p>
11.6	Enable the Chief Executive to decide the time of a Special meeting of Council without consultation.	<p>Ordinary meetings usually start at 5.00 p.m. The annual meeting will usually start at 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 Council Chamber in the Town Hall.</p> <p>For ordinary meetings, part 2 of the order of business as set out in 11.3 shall not commence before 7.00 p.m.</p>
13.4	Enable the Head of Law and Governance to set a special meeting without consultation.	<p>Scrutiny Committee meetings (.....)</p> <p>The Head of Law and Governance will consult the chair about decide the time and place of a special meeting. (.....)</p> <p>If a Scrutiny Committee has nothing to do at one of its fixed meetings, The Head of Law and Governance can cancel it after consulting the chair a meeting.</p>
14.6 (a)	Enable the Head of Law and Governance to cancel and reschedule meetings of non-executive committees.	<p>Cancelling or rescheduling a meeting</p> <p>If a committee has insufficient business for one of its fixed meetings, The Head of Law and Governance can cancel or reschedule it after consulting the chair of the committee a meeting.</p>
14.6 (b)	Enable the Head of Law and Governance or the Chief Executive to arrange a special meeting without	<p>Special meetings</p> <p>The Head of Law and Governance or the Chief Executive can arrange a</p>

	consultation	special meeting after consulting the chair of the committee.
17	Suspend Call-in provisions	<i>Replace all of Part 17 with:</i> 17.1 What decisions can be called in? <i>No decisions can be called in.</i>