

DRAFT CONSTITUTION – WILTSHIRE COUNCIL

INDEX

Section	Subject	Comments	Responsible Officer (Officer Project Group unless otherwise stated)	Timescale
Part 1	Summary and Explanation	Updated		Completed.
Part 2	Articles	Updated – will require further updates in relation to: Licensing Area Boards Overview and Scrutiny arrangements	Mandy Bradley Julie Martin/Steve Milton Paul Kelly	Report to IE 28 January April/May End February
Part 3	Responsibility for Functions	Updated – will require further updates in relation to: Area Boards Licensing arrangements Overview and Scrutiny arrangements	Julie Martin/Steve Milton Mandy Bradley Paul Kelly	Report to IE – 28 Jan Report to IE to comment on proposals – 13 Jan Report to JOSTB – 27 Feb

Part 3 A	Scheme of Delegation to Cabinet Members	Leader of Wiltshire Council once elected to agree		Post June elections
Part 3 B	Scheme of Delegation to Officers	Updated		Completed.
Part 3 C	Scheme of Delegation – Planning	New	Brad Fleet	Agreed by IE 13 Nov 08
Part 4	Council Rules of Procedure	No significant amendments		Completed.
Part 5	Access to Information Procedure Rules	Updated		Completed.
Part 6	Budget and Policy Framework	No significant amendments		Completed.
Part 7	Cabinet Procedure Rules	No significant amendments		Completed.
Part 8	Overview and Scrutiny Procedure Rules	Awaiting outcome of work by consultant and views of Joint Overview and Scrutiny Transition Board (JOSTB)		Report to IE to comment on proposals – 13 Jan Report to JOSTB – 27 Feb
Part 9	Financial Regulations	Updated – subject to consultation	Adrian Rutter	To be presented to IE on 28 Jan as part of draft constitution
Part 10	Financial Procedure Rules	Updated – subject to consultation	Adrian Rutter	To be presented to IE on 28 Jan as part of draft constitution

Part 11	Contract Regulations	Updated – subject to consultation	Tom Smith	To be presented to IE on 28 Jan as part of draft constitution
Part 12	Members' Job Descriptions	Updated to take account of role of Unitary Councillor	John Quinton	Completed.
Part 13	Members' Code of Conduct	As per existing. DCLG consulting on proposed changes	Comments as agreed by Standards Committee on 10 November 08 sent to DCLG	DCLG to notify outcome of consultation and any changes by March 09
Part 14	Members' Allowances Scheme	Scheme unchanged. Remuneration Panel to meet to deal with Special Responsibility Allowances	John Quinton	Proposals to be presented to Council on 24 February
Part 15	Officer Employment Procedure Rules	Unchanged		Completed.
Part 16	Officers' Code of Conduct	Unchanged except for deletion of 'County' Council. DCLG consulting on uniform LG Officers' Code	Nina Wilton	Should know outcome of DCLG exercise by March 09.
Part 17	Management Structure	Updated to take account of new structure	Richard Woodroffe	Completed.
Protocols:				
Briefing Information for Local Members		Minor change	Yamina Rhouati	Completed.
Media Relations		Updated	Matthew Woolford	Completed.

Member/Officer Relations	Further work to be undertaken to develop protocol	Matthew Woolford John Quinton Senior Officers	Revised document to IE in April/May
Procedure for Standards Committee Determinations	New updated procedure to take account of local assessment framework		Completed subject to clarification of officer roles in procedure.
Complaints Procedure	Being revised. Standards Committee kept informed	Nina Wilton	February (approx) as need to check supporting structure
Planning, Licensing and other Regulatory functions	New Protocol (existing Protocol of WWDC).	In consultation with Mandy Bradley and Brad Fleet	Further work to refine document. April/May
Leader's Protocol for Individual Decision Making	To be reviewed by Leader of Wiltshire Council	Monitoring Officer in consultation with new Leader	June 09
Monitoring Officer's Protocol	Being Reviewed by Monitoring Officer	Stephen Gerrard and Ian Gibbons	