

## Changes to the Constitution since 1 March to 17 May 2023

Date	Council or Delegated Authority	Sections Changed	Brief Summary	Version
	n/a	Part 6 – Members’ Allowances Scheme	<p>1. Publication of the 2023/24 Scheme in accordance with the decision taken at the meeting of the Council on 1 March 2023 to implement for 2023/24 the Members Allowances Scheme introduced in 2022/23; and</p> <p>2. Minor updates to (a) several Special Responsibility designations as a consequence of the Council, at its annual meeting on 17 May 2023, establishing the Finance Committee as a full committee, not a sub-committee and (b) travel and subsistence allowances to reflect the officer rates as at 1 April 2023.</p>	May 2023
17 May 2023	Council (Annual Meeting)	<p>1. Part 1 – Summary and Explanation;</p> <p>2. Part 3.3 (Matters Delegated To Committees);</p> <p>3. Part 4 - Council Procedure Rules;</p> <p>4. Part 5 – Protocol for Member/Officer Relations;</p> <p>5. Part 5 – Committee Chair Job Share Protocol</p>	<p>Various changes approved at the AGM via the items on Six-Month Review of Governance Arrangements and Establishment of Council Committees -</p> <p><a href="#">Sheffield City Council - Agenda item - Six-Month Review Of Governance Arrangements</a></p> <p><a href="#">Sheffield City Council - Agenda item - Establishment Of Council Committees For The Municipal Year 2023-24 And Appointment Of Members To Serve On Those Committees</a></p> <p>1. <u>Part 1 – Summary and Explanation</u></p>	May 2023

			<p>Minor amendment as a consequence of the establishment of the Finance Committee as a full committee, not a sub-committee.</p> <p><u>2. Part 3.3 – Matters Delegated to Committees</u></p> <ul style="list-style-type: none"> <li>• The general reservations to all Policy Committees include the power to set up Task &amp; Finish groups for policy development;</li> <li>• Terms of Reference of Strategy &amp; Resources Policy Committee have been amended to confirm that substitutes are permitted, reflecting the corresponding amendment to Council Procedure Rule 33(d);</li> <li>• The Education, Children and Families Policy Committee Terms of Reference reflect the role of the Chair as the designated Lead Member for Children’s Services;</li> <li>• The Terms of Reference of the relevant committees ensure that Policy Committees developing regulatory policies must form working groups with members of the relevant regulatory committee to inform the process;</li> <li>• Finance Committee is established as a full committee;</li> <li>• Parent Policy Committees, rather than Full Council, may establish specified sub-committees (and no others) - the sub-committees themselves are not changed.</li> </ul> <p><u>Part 4 - Council Procedure Rules</u></p> <ul style="list-style-type: none"> <li>• CPRs 5.2 and 25.3 confirm the appointment of sub-committees by committee, not Full Council, as noted above.</li> <li>• CPRs 10 and 12 are amended to set word limits for motions and amendments to motions;</li> <li>• CPR 16 is amended to clarify the purpose of Members’ Questions, the capacity in which a Committee Chair is expected to respond (for consistency, this is also stated</li> </ul>	
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			<p>at CPR 15 in respect of public questions), and that questions to a Chair from a Member of the same Committee are not permitted at Full Council, but provision is made for questions to the Chair from a Committee Member at a meeting of that committee;</p> <ul style="list-style-type: none"> <li>• CPR 18.3 is amended to confirm that voting in parts is permitted;</li> <li>• CPR 25.2 is amended to reflect the changes to the right of Policy Committees to set up Task &amp; Finish Groups noted above;</li> <li>• CPR 33(d) is removed (and CPR 33(e) renumbered) to now permit substitutes at Strategy and Resources Policy Committee. In respect of this amendment, the full recommendation of the Governance Committee, as approved at the Council’s Annual Meeting, was “Substitutes should be permitted at S&amp;R. Where the committee member is Chair of a Policy Committee the substitute must have sufficient knowledge of their committee’s work, and political proportionality must be maintained”. There is no comparable knowledge requirement for substitute members of any other Policy Committee and it places an expectation on that substitute greater than on any other member of the Committee who is not a Policy Committee Chair. The requirement is therefore disproportionate and, having consulted the Members of the Governance Committee, the Monitoring Officer has recommended that it be omitted from the amendment.</li> </ul> <p><u>Part 5 - Protocol for Member/Officer Relations</u></p> <ul style="list-style-type: none"> <li>• The way Members and Officers should work together on Committee briefings is clarified;</li> </ul>	
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