

Changes to the Constitution since 20 July 2022 to 1 March 2023

Date	Council or Delegated Authority	Sections Changed	Brief Summary	Version
1 March 2023	Council	Part 6 – Members’ Allowances Scheme	Updated to incorporate a new Special Responsibility Allowance for the role of Chair of the Health Scrutiny Sub-Committee and Chair of any additional Sub-Committees that are established. (Public Pack)Members' Allowances: Report of the Independent Remuneration Panel Agenda Supplement for Council, 01/03/2023 14:00 (sheffield.gov.uk)	March 2023
20 February 2023	Council	1. Article 10 & Part 3.3 (Matters Delegated To Committees) – Health & Wellbeing Board Terms of Reference; 2. Part 3.3 (Matters Delegated To Committees); 3. Part 4 - Council Procedure Rules & Part 5 – Petitions Scheme; 4. Article 17; 5. Part 4 – Officer Employment Procedure Rules; 6. Part 5 – Officer Code of Conduct (including	1. Approval for proposed revisions to the Terms of Reference for the Health and Wellbeing Board within Part 3.3, to maintain the co-chairing arrangements; plus a minor correction to Article 10. 2. Minor changes to correct the name of the Transport, Regeneration and Climate Policy Committee within the Committee’s terms of reference within Part 3.3, to remove the word “Change” which appears within several references to the name of the Committee. 3. Minor changes to (a) correct the deadline in the Petitions Scheme for submission of petitions, to bring it in line with the deadline stated in the Council Procedure Rules, (b) to include references in CPR 13 & in the Scheme to petitions being able to be submitted to Policy Cttee Sub-Cttees (e.g. Finance Sub, Charity Trustee Sub, Health Scrutiny Sub), to provide clarity and reflect current practice, (c) to update the references in the Scheme to Executive Directors in view of changes made to the senior management structure, and (d) to amend the wording in	March 2023

		Appendix on Politically Restricted Posts).	<p>CPR 13 in a couple of areas to change the referral references from “refer the petition” to “refer the matter” [to another body].</p> <p>4. Consequential change (in Article 17) to the definition of “Executive Director”.</p> <p>5. Amendments to the Officer Employment Procedure Rules to simplify and provide enhanced clarity to those Rules, particularly in relation to disciplinary action; and also to incorporate the change resulting from the DCS redesignation approved in September 2022.</p> <p>6. Amendments to the Officers’ Code of Conduct to improve accessibility and clarity of the Code by removing all but one of its appendices; and retention of the appendix on Politically Restricted Posts, updated to reflect changes to the Council’s management structure and statutory officers, governance arrangements, and service delivery, and also incorporating the change resulting from the DCS redesignation approved in September 2022.</p> <p>Changes to the Constitution Report.pdf (sheffield.gov.uk)</p>	
	n/a	Part 6 – Members’ Allowances Scheme	Updated to incorporate the 4.04% uplift in allowances, implemented in December 2022, in relation to Basic, Special Responsibility, Childcare and Dependent Carers’ and Co-optees’ Allowances.	March 2023
14 December 2022	Delegated	Part 4 - Council Procedure Rules	Approval to amend CPR 33 – Appointment of Substitutes on Committees, to give authority to the Monitoring Officer, in consultation with the relevant Chair, to permit a substitute if the one full working day notice has not been given, if satisfied there is a good reason why the required notice was not given.	March 2023

14 December 2022	Council	Part 7A – Statutory & Proper Officers;	<p>Approval for the references to “Executive Director, Resources” as a Proper Officer at Part 7A and in the Management Structure at Part 7B of the Constitution to be read as “Interim Director of Finance and Commercial Services”.</p> <p><i>NB: plus the following "interpretations" of the Constitution -</i></p> <p><i>(c) noted that any specific references to the “Director of Finance and Commercial Services” throughout the Constitution include an interim appointment to that role; and</i></p> <p><i>(e) agreed that generic references to Executive Directors throughout the Constitution be deemed to include the Interim Director of Finance and Commercial Services</i></p> <p>Sheffield City Council - Agenda item - Urgent Item of Business - Statutory Officer Designation: Chief Finance Officer</p>	March 2023
2 November 2022	Council	<p>1. Article 10 & Part 3.3 (Matters Delegated To Committees) – Health & Wellbeing Board Terms of Reference;</p> <p>2. Part 3.3 & Part 3.5 (Arrangements for the Delegation of Functions to Officers);</p> <p>3. Part 5 – Monitoring Officer Protocol Appendix : Procedure for Dealing with Standards Complaints;</p> <p>4. Part 5 - Councillor Code of Conduct;</p>	<p>1. Approval of updated Terms of Reference for the Health and Wellbeing Board (section 3.3.6), as recommended by the Board at its meeting held on 29th September.</p> <p>2. Resulting from the DCS redesignation approved in September - approval of the changes to the terms of reference of the Admissions Committee (section 3.3.5); plus further consequential changes to the Arrangements for Urgent Decision Making (section 3.3.2) & the Arrangements for the Delegation of Functions to Officers.</p> <p>3. Approval of revisions to the Procedure for Dealing with Standards Complaints, following a review of the Procedure by the Audit & Standards Cttee; plus consequential amendments to change the names of the Council’s Monitoring Officer and Independent Persons to reflect recent appointments.</p>	March 2023

			<p>4. Approval of an addition to the Councillors Code of Conduct, to reinstate an element contained in the previous Code, relating to gifts and hospitality declarations, which had inadvertently not been transferred to the new Code when the Council adopted the LGA model code in June 2021.</p> <p>Sheffield City Council - Agenda item - Changes To The Constitution</p>	
14 September 2022	Council	Part 7A – Statutory & Proper Officers	<p>Approval to change the Statutory & Proper Officer designation of the Council’s Director of Children’s Services from the post of Executive Director, People to the post of Director of Children’s Services.</p> <p><i>NB: Also, approval given for (1) references to ED, People, in the terms of reference of the Admissions Committee, in the Officer Employment Procedure Rules and in Appendix J (Politically Restricted Posts) to the Officer Code of Conduct, to be read as referring to the Director of Children’s Services and (2) the removal of the reference, within Part 7B – Management Structure, to the ED, People, being designated as the DCS under the Children Act 2004.</i></p> <p>Sheffield City Council - Agenda item - Proper Officer Designations Relating to the Functions of Director of Children's Services and Monitoring Officer</p>	March 2023