

CONSTITUTION COMMITTEE

7TH NOVEMBER 2012

REPORT OF THE ASSISTANT DIRECTOR OF LAW AND ADMINISTRATION

A. Update following new regulations on Access to Information about the Council's Formal Business.

B. Changes to Contract Standing orders 3.4, 3.5, 7.4 and 7.5

A. Update following new Regulations on Access to Information about the Council's Formal Business.

1. Part 4 of the Council's Constitution contains a section setting out the detail of the Rules on Access to Information about the Council's Formal Business. On 10th September 2012 the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 came into force. These Regulations made some changes to the existing rules, requiring amendment to the Constitution.

2. The main changes relate to the requirement that public notice of a key decision must be given 28 clear days before the decision is to be taken. Similarly 28 clear days' public notice of a private meeting must be given. A private meeting is one where confidential or exempt information is likely to be disclosed. The definitions of confidential and exempt information have not changed. The proposed changes are shown in tracked mode at Annex A.

3. **Recommendation.**

That the Committee considers the amendments as set out at Annex A and recommends the same to full Council for approval and adoption.

B. Changes to Contract Standing Orders 3.4, 3.5, 7.4 and 7.5

4. As a result of a review by Internal Audit there is a proposal to change the wording of Contract Standing Orders 3.4, 3.5, 7.4 and 7.5 in order to clarify

the circumstances where a full tender process is not required. The amended wording is set out in Annex B.

5. Recommendation.

That the Committee considers the amendments as set out at Annex B and recommends the same to full Council for approval and adoption.

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