

Constitution Document – Table of Amendments

	Section	Page No	Para no(s)	Amendment	Reason for amendment
1	The rights of the public regarding the Council's business	8	3.01.2	Delete: <i>'Forward Plan'</i> Replace with: <i>'Forthcoming Executive Decision List'</i>	Clarification
2	Voting and Petitions	9	3.02	Delete: <i>'Voting and Petitions'</i> Replace with: <i>'Executive arrangements'</i> Insert <i>'People who live or work in Gloucestershire are entitled to petition the Council on various issues either through paper based petitions or e-petitions. The petitions scheme is available on the County Council website or from Democratic Services.'</i>	Clarification
3	Area Committees	15	10	Delete: <i>'or fora'</i>	Unnecessary
4	Overview and Scrutiny Committees	14	8.01.5	Overview and scrutiny of decisions Delete: <i>'agreed'</i> Replace with: <i>'monitored'</i>	Clarification
5	Overview and Scrutiny Committees	40	3.9.2	Introduction Delete: <i>'agreed'</i> Replace with: <i>'monitored'</i>	Clarification
6	Overview and Scrutiny Committees	40	3.9.3	Introduction Delete: <i>'focussed'</i> Replace with: <i>'time-limited'</i>	Clarification
7	Overview and Scrutiny	41		Children and Families Overview and Scrutiny Committee	Clarification

	Committees			Delete: <i>'approved'</i> Replace with: <i>'monitored'</i>	
8	Overview and Scrutiny Committees	46	1	Specific functions of the Overview and Scrutiny Management Committee Delete: <i>'manage'</i> Replace with: <i>'monitor'</i>	Clarification
9	Overview and Scrutiny Committees	47	9	Specific functions of the Overview and Scrutiny Management Committee Delete: <i>'are available'</i> .	Unnecessary
10	Overview and Scrutiny Committee Procedural standing order	47	10	Specific functions of the Overview and Scrutiny Management Committee Delete: <i>'agree'</i> Replace with: <i>'monitor'</i> Delete: <i>'proposed by'</i> Replace with: <i>'of'</i> Delete: <i>'Ultimately, work programme content shall be decided by the Overview and Scrutiny Management Committee.'</i>	Clarification
11	Health and Wellbeing Board	50		Terms of reference Insert: <i>'Note 6: Quorum: The quorum for meetings of the Health and Wellbeing Board is that one quarter of the membership be present and at least 3 be voting member organisations.'</i>	An amendment to the Board's Terms of Reference (TOR) is required to address an anomaly relating to the quorum required for meetings.

					The Council's Constitution states that a quorum for a committee of the Council is that one quarter of the membership be present and that at least three be voting members. (The Board is classified as a committee of the council.) However, the Board's TOR state that voting is one vote per organisation (not individual member).
12	Full Council meetings	80	2.1.8	Ordinary meetings Insert: <i>'Except at the first annual meeting of a new Council,'</i>	To reflect good practice
13	Full Council meetings	82	6.2	Notice and summons to meetings Delete: <i>'nine'</i> Replace with: <i>'five clear working'</i> .	Clarification.
14	Full Council meetings	82	9.2	Questions from the public Insert: <i>'providing that he or she gives notice of the question to the Chief Executive at least 30 minutes prior to the start of the meeting.'</i>	To reflect good practice
15	Full Council meetings	83	9.5	Questions from the public (response) Delete: <i>'being read out at the meeting by the Chairperson or other County Councillor to whom it was addressed.'</i> Replace with: <i>'the meeting. The question and answer will then be taken as read at the meeting itself and need not be read out.'</i> Delete: <i>'If the person who submitted the question agrees,</i>	To reflect good practice

				<i>the answer need not be read out. If the person who submitted the question is not present, the Chairperson may decide whether or not the answer shall be read out.'</i>	
16	Full Council meetings	83	9.7	Questions from the public (response) <i>Insert: 'providing that he or she gives notice of the question to the Chief Executive at least 30 minutes prior to the start of the meeting.'</i>	To reflect good practice
17	Full Council meetings	86	11.1	Notices of Motion <i>Delete: 'on the ninth day'</i> <i>Insert: 'five clear working days'</i> <i>Insert: 'Motions are not considered at the first annual meeting of a new Council.'</i>	Clarification To reflect good practice
18	Full Council meetings	86	11.4	Notices of Motion <i>Insert: '(excluding the first annual meeting of a new Council).'</i>	To reflect good practice
19	Full Council meetings	87	11.8	Notices of Motion <i>Delete: 'The total period of time spent on motions on the day of a meeting shall not exceed two hours immediately following which the motion under discussion shall be put to a vote. This Procedural Standing Order may not be suspended.'</i> <i>Replace with: 'The total period of time spent on motions on the day of a meeting shall not exceed two hours. However, debate on motions may be extended beyond the two hour limit to allow those members who have indicated to the</i>	To reflect good practice

				<i>chairman, before the end of the two hour period, their intention to speak on the motion being debated at that time. The mover of the motion will then have the opportunity to sum up and the vote will take place. This Procedural Standing Order may not be suspended.'</i>	
20	Full Council meetings	90	13.5.3	Rules of Debate <i>Insert: 'The time spent debating an amendment to a motion shall count within the overall two hours allocation time for motions.'</i>	Clarification
21	Cabinet procedure rules	115	9.3	Questions at Cabinet meetings <i>Delete: '4 pm'</i> <i>Replace with: '10am'</i> <i>Delete: 'three'</i> <i>Replace with: 'four'</i>	To be consistent with the public question process for full Council meetings.
22	Cabinet Procedure Rules	115	9.5	Questions at Cabinet meetings (response) <i>Delete: 'being read out at the meeting by the person presiding or other Cabinet Member to whom it was addressed.'</i> <i>Replace with: 'the meeting. The question and answer will then be taken as read at the meeting itself and need not be read out.'</i> <i>Delete: 'If the person who submitted the question agrees, the answer need not be read out. If the person who submitted the question is not present, the person presiding may decide whether or not the answer shall be read out.'</i>	To be consistent with the public question process for full Council meetings.
23	Rules on Access	100	6	<i>Delete: 'Director of Law and Administration'</i>	Change in title.

	to Information about the County Council's Formal Business			Replace with: ' <i>Monitoring Officer</i> '.	
24	Call-In Procedure Rules	128	10.4	Insert: ' <i>If either is unavailable then the Vice Chairperson of that body must agree on their behalf.</i> '	Clarification
25	Panel Operating Principles	132	1	Insert: ' <i>Occasionally full Council may wish to set up a working group outside of the scrutiny arrangements and these will follow the panel operating principles where appropriate.</i> '	Clarification
		132	2	Insert: ' <i>[Task or standing function] Working Group</i> '	
26	Officer Employment Procedure Rules	162	2.2	Insert: ' <i>(acting through the sub-committee)</i> '	Clarification
27	Protocol on the relationship between officers and members of Gloucestershire County Council	198	15	Correct ' <i>Gocernance</i> ' to ' <i>Governance</i> '	Correction of typo
28	Members Allowances Scheme 2013/14	207	3(a)	Delete: ' <i>Legal and</i> '	Clarification