



Chelmsford City Council Governance Committee

6 March 2024

Annual Review of the Constitution

Report by:
Monitoring Officer

Officer Contact:
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Purpose

To update members in relation to the annual review of the constitution.

Recommendations

1. To note the update.
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1. Annual review of the constitution

- 1.1. The Council's Monitoring Officer is required to keep the constitution up to date, including undertaking an annual review. Members will be aware that one of the current actions arising from the annual governance statement relates to undertaking a desktop review of the entire constitution. Large parts of the constitution have been reviewed over the past few years and this action arose to ensure those parts which had not been reviewed were checked.

- 1.2. Members will be aware that some changes have already been considered and some minor amendments had been approved by the Monitoring Officer in consultation with the Chair of Governance Committee. Some further minor amendments have also been identified as a result of completing this action. However, no changes that require member approval have been identified.

- 1.3. There are also some parts of the constitution which have been identified for further detailed review at a later stage. For example, an updated Planning Code was published earlier this year and this will be reviewed in consultation with members and officers. There are a small number of Constitution Practice Notes that link with such reviews and will be updated as necessary at a later stage. However, in terms of the annual governance statement action the constitution review is complete. Of course, further changes may be identified or proposed as necessary.

- 1.4. The content of the Information Security Code of Conduct has also now been completed in consultation with the Chair of Governance Committee.

List of Appendices

None

Background papers: Nil

Corporate Implications:

Legal/Constitutional: The Constitution requires the Monitoring Officer to review and keep up to date the constitution so that it is legally compliant and fit for purpose.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: The constitution available on the Council's website will be updated as necessary when changes are made.

Other: None

Consultees: None

Relevant Policies and Strategies:

The Council's Constitution
