

Section	Summary of content	Notes	Meeting date
Part 1 – Summary and Explanation	This sets the scene for what the Constitution is, and how it operates. It contains brief notes about the constitution, the Executive, decision-making and challenge, what rights citizens have, and who the statutory officers are.	Wording changes required for this section Review layout and numbering - remove reference to articles	Ongoing
Part 3 – Rules of Procedure	The 'procedural' parts of the Constitution, summarised below.	Add a section on political balance including below: change a calculation due to a vacancy that has not been filled i.e due to a death or resignation part way through the year?	10 December 2021
COUNCIL PROCEDURE RULES	Establishes the rules for how meetings of Council and its committees will be run.	possibly add planning - right to comparative times for objectors - Legal to check is this a legal requirement areas to look at Motions rules of debate Complete Extra ordinary meetings Petitions - Complete Cllr calls for Action – MO to be able to change meeting date with agreement of chair as long as papers have not been sent out - add to scheme of delegation	10 December 2021
COUNCIL MEETINGS Annual meeting timing and business (P 60) Ordinary meetings (61) Extra ordinary meetings (p62)		Do we say that we can only have one extraordinary meeting following an ordinary meeting Arrangement for meetings the MO in consultation with the Chair will have the power to change the venue, day time etc	February 2022 Date TBC
Officer Employment Procedure Rules	Establishes the rules for the recruitment and dismissal of officers.	add statutory officer disciplinary procedure to consider adding attendance at shortlisting and interviewing clarity local agreement p3a page 132 appointment of the Head of Paid Service will be approved by full council or full council following recommendations of the appointing committee	February 2022 Date TBC 10 December 2021
Article 2 Members of the Council	Provides details of the composition of the Council, and the expected roles and duties of the Mayor and Councillors.	Add Group leader role Add role of Elected Mayor For Group leaders this needs to be consulted on, Party political group Leaders have defined roles as part of the party rules. We need to have a consistency.	February 2022 Date TBC

ARRANGEMENTS FOR MEETINGS Cancellation Notice of summons Chair of meetings Quorum of council Duration of Meeting		electronic delivery	February 22 Date TBC
Part 5 – Management Structure	Provides the current Senior Management Structure.	Up to date Senior Management Structure	February 2022 Date TBC
Article 12 Decision Making	Sets the parameters for, and principles of, decision making in the Council, and provides guidance on types of decision to be recorded under Regulations.	possible update to level of key decision-ensure marries up with decision making classes – key decision threshold added to Constitution. Ian Wright reviewing	4 March 2022
Article 17 Financial Procedure Rules (Standing Orders)	Incorporates the Middlesbrough Borough Council Financial and Contract Procedure Rules (Standing Orders) as a part of the Constitution.	Justin Welton and Ian Wright to provide up to date Financial Procedure Rules	4 March 2022
Budget and Policy Framework Procedure Rules	Establishes the rules for the annual budget-setting process, and for in-year changes to the budget.	is there a need to increase key thresholds to bring us in line with other authorities – Ian Wright	4 March 2022
Executive Procedure Rules	Establishes the rules for how meetings of the Executive and its committees will be run	Need for an Exec / scrutiny protocol – drafted by G Moore & C Lunn	4 March 2022
Article 18 Scheme of Delegation	Incorporates the Middlesbrough Borough Council Scheme of Delegation as a part of the Constitution.	officers to provide list of delegations to DS scheme to include committee delegations to officers	April 2022 Date TBC
ACCESS TO INFORMATION RULES	Establishes the rules for the publication or With-holding of information.	exempt info needs updating	April 22 Date TBC
Protocol on Member/Officer Relations	Provides guidance on the interaction between Members and Officers, and their respective roles.		April 2022 Date TBC

<p>COUNCIL QUESTIONS Submitting Questions Withdrawing Questions Scope of Questions Record of Questions Questions/comments by members Questions/comments with Notice Reports Questions or comments without notice Responses Supplementary Questions Joint Committees or outside bodies Questions general Questions by the public General</p>		<p>p43 change procedure rules - can only submit 5 questions in any one rolling 12 month period – done</p> <p>P29 a&b questions or comments - possible rewording to give distinction comment on the detail in the report / - if Mayor doesn't give a report can he be asked questions on anything-</p>	<p>April 2022 Date TBC</p>
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Appendix 1