

Reference	Subject	Raised by	Reference to changes made to denote proposal. Reason for proposed change. Words inserted shown in <i>italics</i> and words removed shown stricken through
Section 2			
Section 2.2.2	Definitions	Head of Finance, Performance and Asset Management	<p>Change: Amendment to definition of SIAS</p> <p>means the Shared Internal Audit Service appointed by the Strategic Director of Finance Policy and Governance Chief Finance Officer to undertake the Internal Audit function for the Council</p> <p>Reason: appointment is made by the Chief Finance Officer</p>
Section 2.4	Duty to Monitor and Review the Constitution	Head of Finance, Performance and Asset Management	<p>Change: Deletion of requirement for every minor change to the Financial Regulations to be reported to Full Council</p> <p>The Chief Finance Officer shall be responsible for keeping under review the Financial Regulations set out in Section 19 of the Constitution and shall make any necessary amendments and revisions as are required from time to time. He/She shall report any amendments made to Section 19 to the next available Council meeting for noting.</p> <p>Reason: to bring parity between the requirements for minor changes to the Constitution and minor changes to the Financial Regulations so that whilst members are informed regarding all changes, only certain alterations have to be reported back to Full Council</p>
Section 2.6	Changes to the Constitution	Head of Finance, Performance and Asset Management	<p>Change: Amendment to heading</p> <p>Changes to the Constitution <i>including the Financial Regulations</i></p> <p>Reason: to clarify that section 2.6 governs changes to the Financial Regulations and to bring parity between the requirements for minor changes to the Constitution and minor changes to the Financial Regulations so that whilst members are informed regarding all changes, only certain alterations have to be reported back to Full Council</p>
Section 3			

Section 3.1.1	Getting information and getting involved	Head of Finance, Performance and Asset Management	<p>Change: Revised wording of 3.1.1(f)</p> <p>During the annual audit of the accounts, the Council's accounts are available for public inspection to enable members of the public to make their views known to the external auditor.</p> <p><i>During a 30 working day period that includes 1-14 June, any 'interested' person can inspect the Council's accounts and accounting records. Local electors may also inspect various reports issued by the auditors and ask questions of the auditor about the accounting records. Local electors can also make objections to the auditor where they believe that an item in the accounts is unlawful or they think that a public interest report should be made. The National Audit Office has produced a guide that further explains the public's rights in relation to the inspection of accounts.</i></p> <p>Reason: to clarify the rights of the public in relation to the Council's accounts as set out in ss26, -27 Local Audit and Accountability Act 2014 and guidance from the National Audit Office.</p>
Section 4			
Section 4.4.1	Functions of Full Council	Property solicitor	<p>Change: insertion of word 'annual' into terms of reference (u) and (v)</p> <p>(u) to authorise the disposal (by sale or lease) of land or buildings where the sale price, premium or initial <i>annual</i> rent (after the expiry of any rent free period) exceeds £2,500,000;</p> <p>(v) to authorise the acquisition of land or buildings where the purchase price, premium or initial <i>annual</i> rent (after the expiry of any rent free period) exceeds £2,500,000;</p> <p>Reason: for clarification and for consistency with delegated powers.</p>
Section 4.4.1	Functions of Full Council	Democratic Services Manager	<p>Change: Insert new function of Full Council at 4.4.1 (cc)</p> <p><i>setting the scale of fees for elections</i></p> <p>Reason: to reflect current practice</p>
Section 4.4.1	Functions of Full Council	Monitoring Officer	<p>Change: Insert new function of Full Council 4.4.1 (dd)</p> <p><i>approving the treasury management strategy statement</i></p> <p>Reason: to reflect current practice</p>

Section 4.4.1	Functions of Full Council	Head of Finance, Performance and Asset Management	<p>Change: Insert new function of Full Council 4.4.1 (ee)</p> <p><i>To determine those financial matters reserved to Council by the Financial Regulations</i></p> <p>Reason: for clarification as there are some matters referred to Council by the Financial Regulations¹ which are not expressly set out in Council's terms of reference namely:</p> <ul style="list-style-type: none"> • Approve annual Risk Report (Financial Regs paragraph 11.4) • Creation and movement of reserves (Financial Regs paragraph 10.2)
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¹ Adopted by Full Council on 18 Jan 2018

<p>Section 4.8.9</p>	<p>Presentations by the public</p>	<p>Monitoring Officer</p>	<p>Change: Insert new 4.8.9(d), (e) and (f) (and consequential amendments to numbering)</p> <p><i>(d) Notice of Presentations</i></p> <p><i>A presentation may only be made if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than midday, two working days before the day of the meeting.</i></p> <p><i>(e) Number of Presentations</i></p> <p><i>At any one meeting no person may make more than two presentations and no more than two such presentations may be made on behalf of one organisation.</i></p> <p><i>(f) Scope of Presentations</i></p> <p><i>The Chairman and/or Proper Officer may reject a presentation if it:</i></p> <ul style="list-style-type: none"> <i>(i) is not about a matter for which the Council has a responsibility or which affects the District;</i> <i>(ii) is defamatory, frivolous or offensive;</i> <i>(iii) is substantially the same as a presentation which has been made at a meeting of the Council in the past six months;</i> <i>(iv) is a duplicate of a same or similar one at the meeting;</i> <i>(v) requires the disclosure of confidential or exempt information.</i> <p>Reason: to bring consistency between the rules on public presentations and public questions, and provide sufficient time to review for the purposes of (e) & (f).</p>
<p>Section 4.8.10</p>	<p>Questions by the public</p>	<p>Monitoring Officer</p>	<p>Change: insertion of word 'Chairman and/or' at paragraph 4.8.10(e):</p> <p><i>The Chairman and/or Proper Officer may reject a question if it:</i></p> <p>Reason: to reflect current practice</p>

Section 4.8.10	Questions by the public	Monitoring Officer	<p>Change: Insert new 4.8.10(e)(iv) allowing a question by the public to be rejected if it is a duplicate of a same or similar one at the meeting (and consequential amendments to numbering)</p> <p><i>is a duplicate of a same or similar one at the meeting</i></p> <p>Reason: to prevent duplicate questions</p>
Section 4.8.11	Questions by members	Monitoring Officer	<p>Change: insertion of word 'Chairman and/or' at paragraph 4.8.11(e):</p> <p>The <i>Chairman and/or</i> Proper Officer may reject a question if it:</p> <p>Reason: to reflect current practice</p>
Section 4.8.11	Questions by members	Monitoring Officer	<p>Change: Insert new 4.8.11(e)(iv) allowing a question by a member to be rejected if it is a duplicate of a same or similar one at the meeting (and consequential amendments to numbering)</p> <p><i>is a duplicate of a same or similar one at the meeting</i></p> <p>Reason: to prevent duplicate questions</p>
Section 4.8.14	Rules of Debate	Monitoring Officer	<p>Change: Insert new 4.8.14(d) (and consequential amendments to numbering) as from 4 May 2018</p> <p><i>Councillor's Speaking Right</i></p> <p><i>After a motion has been moved and seconded, any Member who has indicated that they wish to exercise a Councillor's Speaking Right in relation to any item of business shall be entitled to speak to the item from the public area of the meeting room. The rules as to content and length of speeches set out at 4.8.14(e) shall apply. Once the right to speak has been exercised, the member must leave the room before the debate and vote.</i></p> <p>Reason: to reflect rights set out in the revised Code of Conduct (paragraph 6.2 (c)) adopted on 23 November 2017, effective from 4 May 2018</p>

Section 4.8.16	Method of Voting	Committee and Member Services Manager	<p>Change: Insert option to take votes using electronic voting buttons</p> <p>Unless a recorded vote is demanded under 4.6.16(e) the Chairman will take the vote <i>either</i> by show of hands <i>or (where available) by use of electronic voting buttons</i>, or if there is no dissent, by the affirmation of the meeting.</p> <p>Reason: to reflect the introduction of electronic voting</p>
Section 4.8.24	Application to committees and sub-committees	Monitoring Officer	<p>Change: Numbering amended and new 4.8.24(e) inserted:</p> <p><i>(e) Standing Order 4.8.9(d) shall not apply to Planning Control Committee or Area Committees</i></p> <p>Reason:</p> <ul style="list-style-type: none"> • to account for the insertion of 4.8.14(d) • to apply new Councillor’s Speaking Right to Cabinet and Committees and Sub-committees (excluding the Employment Panel), and • to exclude from Planning Control Committee and Area Committee the requirement to deliver presentations in writing to the Proper Officer two working days before the meeting so that the current practice for these committees can continue
Section 5			
Section 5.6.17	Functions of Cabinet	Head of Development and Building Control	<p>Change: wording amended</p> <p>To exercise the Authority’s powers for <i>in planning for</i> and responding to civil emergencies.</p> <p>Reason: for clarification</p>
Section 5.6.18	Functions of Cabinet	Head of Development and Building Control	<p>Change: Insertion of words ‘consultations/referendums’</p> <p>to receive reports on: strategic planning matters, applications for, approval/ designation, <i>consultations/referendums</i> revocation (or recommend revocation of) neighbourhood plans and orders,</p> <p>Reason: to reflect current practice</p>

Section 5.6.20	Functions of Cabinet	Property solicitor	<p>Change: insertion of word 'annual' into terms of reference</p> <p>To approve the purchase or appropriation of land and buildings where the sale price, premium or initial <i>annual</i> rent (after the expiry of any rent free period) exceeds £250,000 and does not exceed £2,500,000.</p> <p>Reason: for clarification and for consistency with delegated powers.</p>
Section 5.6.21	Functions of Cabinet	Property solicitor	<p>Change: insertion of word 'annual' into terms of reference</p> <p>To dispose of land or buildings where the purchase price, premium or initial <i>annual</i> rent (after the expiry of any rent free period) which exceeds £250,000 but does not exceed £2,500,000.</p> <p>Reason: for clarification and for consistency with delegated powers.</p>
Section 5.6.22	Functions of Cabinet	Head of Finance, Performance and Asset Management	<p>Change: Revised wording</p> <p>To accept tenders which <i>for individual capital schemes where the estimated expenditure exceeds the budgetary provision by the limits set out in the Financial Regulations.</i></p> <p>Reason: for clarification that not all tenders which exceed budgetary provision require Cabinet approval and to reflect para 5.6 of the Financial Regulations</p>
Section 5.6.23	Functions of Cabinet	Head of Finance, Performance and Asset Management	<p>Change: Insertion of words 'on capital schemes':</p> <p>To receive reports on contract overspends <i>on capital schemes</i> in accordance with limits set out in the Financial Regulations and agree the action to be taken.</p> <p>Reason: to clarify that only capital projects overspends require Cabinet to determine the action to be taken.</p>

<p>Section 5.6.35</p>	<p>Functions of Cabinet</p>	<p>Head of Finance, Performance and Asset Management</p>	<p>Change: New paragraph 5.6.35 (and consequential renumbering)</p> <p><i>To determine those financial matters reserved to Cabinet by the Financial Regulations</i></p> <p>Reason: for clarification as there are a number of matters referred to Cabinet by the Financial Regulations which are not expressly set out in Cabinet’s terms of reference namely:</p> <ul style="list-style-type: none"> • carry-forwards at year end (Financial Regs para 9.3) • approving the Risk and Opportunities Management Policy and Strategy (Finance Regs para 11.3) • approval of Council’s bankers and accounts (Finance Regs para 13.4)
<p>Section 5.6.36</p>	<p>Functions of Cabinet</p>	<p>Head of Finance, Performance and Asset Management</p>	<p>Change: New paragraph 5.6.36 (and consequential renumbering)</p> <p><i>To determine those procurement matters reserved to Cabinet by the Contract Procurement Rules</i></p> <p>Reason: for clarification as there are a number of matters referred to Cabinet by the Contract Procurement Rules which are not expressly set out in Cabinet’s terms of reference namely:</p> <ul style="list-style-type: none"> • approving alternative methods of tendering (Contract Procurement Rules para 8.8) • where tenders are assessed on price alone, not awarding to the cheapest (Contract Procurement Rules para 17.7) • non-contractual variations to contract that are not subject to authorisation by Executive Members or Officers (Contract Procurement Rules para 28.9) • disposal of land or property that is not held for investment nor has been declared surplus (Contract Procurement Rules para 33.8)
<p>Section 5.6.39</p>	<p>Functions of Cabinet</p>	<p>Head of Finance, Performance and Asset Management</p>	<p>Change: New paragraph 5.6.39</p> <p>[By recommendation to Council] <i>The treasury management strategy statement</i></p> <p>Reason: to reflect current practice</p>
<p>Section 5.11.4</p>	<p>Cabinet Sub Committee (Local Authority Trading Companies’ Shareholder)</p>	<p>Monitoring Officer</p>	<p>Change: correction to incorrect numbering</p>

Section 5.11.4	Cabinet Sub Committee (Local Authority Trading Companies' Shareholder)	Monitoring Officer	<p>Change: New 5.11.4 (i) (and consequential re-numbering)</p> <p><i>(i) Prior to the creation of any wholly or partly owned company:</i></p> <p style="padding-left: 40px;">(i) to consider options for activities which are for a commercial purpose and would need to be undertaken by such a company;</p> <p style="padding-left: 40px;">(ii) to make recommendation to Cabinet to establish such a company</p> <p>Reason: to allow the Sub-Committee to be proactive in its approach</p>
Section 8			
Section 8.2.3	Licensing and Appeals Committee	Monitoring Officer	<p>Change: deletion of powers of Licensing and Appeals Committee 8.2.3(c)</p> <p style="padding-left: 40px;">to consider appeals against decisions made by the Employment Committee relating to the conduct, capability or other substantial issue concerning all chief officers where the action to be taken is short of dismissal.</p> <p>Reason: to enable this function to be undertaken by a dedicated Employment Appeals Committee as per the Joint Negotiating Committee for Local Authority Chief Executives Conditions of Service recommendations.</p>
Section 8.4.1	Planning control committee	Head of Development and Building Control	<p>Change: Insertion of words 'or reasons for refusing an application'</p> <p style="padding-left: 40px;">Note - members may be requested to present to a Planning Appeal any Planning Control Committee objections to a planning application <i>or reasons for refusing an application.</i></p> <p>Reason: so the Inspector is clear as to reasons for refusal, particularly where this is against officer recommendation</p>

Section 8.4.5	Planning control committee	Head of Development and Building Control	<p>Change: Insertion of new obligation for member to provide written reasons for call in if unable to attend planning committee:</p> <p>Where a member makes such a request they should attend the relevant Committee meeting to present their reasons/grounds to the Committee. <i>If they are unable to attend the relevant Committee meeting the member must arrange for another member to present on their behalf or provide a written statement presenting their reasons/grounds, otherwise the item shall be deferred.</i></p> <p>Reason: to ensure that the planning committee are fully appraised of the reasons for call in and provides greater flexibility for Members.</p>
Appendix 1 to Section 8 paragraph 1.3	Planning control committee	Head of Development and Building Control	<p>Change: Insertion of words 'or another officer not directly involved'</p> <p>It is suggested that the Committee & Member Services Officer <i>or another officer not directly involved</i> has the responsibility for time-keeping rather than the Chairman.</p> <p>Reason: to reflect current practice</p>
Appendix 1 to Section 8 paragraph 1.5	Planning control committee	Head of Development and Building Control	<p>Change: Deletion of words 'unless they have spoken at the first meeting'</p> <p>They may speak at subsequent meetings, in the case of a decision being deferred, unless they have spoken at the first meeting.</p> <p>Reason: deferral can follow after the speakers and as such, current practice is to allow them to speak again.</p>

<p>Appendix 2 to Section 8 paragraph 1.3 and 1.4 (new)</p>	<p>Planning control committee</p>	<p>Monitoring Officer</p>	<p>Change: Insertion of new 1.3 and 1.4:</p> <p><i>1.3 Planning Control Committee Members who have a Declarable Interest may address the Committee by exercising their Councillor’s Speaking Right².</i></p> <p><i>1.4 Planning Control Committee Members who are excluded from taking part in the debate and vote on the basis of perceived or actual bias or predetermination may address the Committee in accordance with this scheme provided that they do not have a Disclosable Pecuniary Interest in the relevant application.</i></p> <p>Reason: to reflect the rights set out in the revised Code of Conduct and to clarify the position for members who may not take part in the debate and vote on the basis of bias or predetermination.</p>
<p>Appendix 2 to Section 8 paragraph 1.5 (as renumbered)</p>	<p>Planning control committee</p>	<p>Monitoring Officer</p>	<p>Change: Insertion of word ‘Member’:</p> <p>There will be a maximum of two “groups” of <i>Member</i> speakers (i.e. those supporting and those objecting) for each application.</p> <p>Reason: to clarify that all Members speaking under the scheme are required to share a 5 minute timeslot for those supporting and those objecting. This is to prevent an unequitable imbalance between supporting and objecting representations to the committee.</p>
<p>Appendix 2 to Section 8 paragraph 2.4</p>	<p>Planning control committee</p>	<p>Monitoring Officer</p>	<p>Change: Revised wording and insertion of words:</p> <p>Any Non-Planning Control Committee Members objecting to the application is/are then invited to address the Committee for up to 5 minutes in total or 10 minutes in total where the application is a Major Application. <i>This category of speakers shall include, any Non Planning Control Committee Members who are entitled to speak, Planning Control Committee members exercising their Councillor’s Speaking Right and Planning Control Committee members who are excluded from participating in the debate and vote on the basis of perceived or actual bias or predetermination.</i></p> <p>Reason: to clarify that all Members speaking under the scheme are required to share a 5 minute timeslot for objecting to an application. This is to prevent an unequitable imbalance between supporting and objecting representations to the committee.</p>

² As defined in The Town and Country Planning (Development Management Procedure) (England) Order 2015, or any subsequent provision replacing the same

<p>Appendix 2 to Section 8 paragraph 2.5</p>	<p>Planning control committee</p>	<p>Monitoring Officer</p>	<p>Change: Revised wording:</p> <p>Any Non-Planning Control Committee Members supporting the application is/are then invited to address the Committee for up to 5 minutes in total or 10 minutes in total where the application is a Major Application. <i>This category of speakers shall include, any Non Planning Control Committee Members who are entitled to speak, Planning Control Committee members exercising their Councillor’s Speaking Right and Planning Control Committee members who are excluded from participating in the debate and vote on the basis of perceived or actual bias or predetermination.</i></p> <p>Reason: to clarify that all Members speaking under the scheme are required to share a timeslot for supporting an application. This is to prevent an unequitable imbalance between supporting and objecting representations to the committee.</p>				
<p>Section 9</p>							
<p>Section 9.8.1</p>	<p>Area Committee terms of reference</p>	<p>Head of Finance, Performance and Asset Management</p>	<p>Change: Removal of ‘provide public seats and shelters’ from terms of reference</p> <p>To provide public seats and shelters</p> <p>Reason: to reflect current practice as funding is no longer available for this function</p>				
<p>Section 9.8.1</p>	<p>Area Committee terms of reference</p>	<p>Hitchin Area Committee 5.9.17 minute 32</p>	<p>Change: Creation of delegated powers of the Area Committee:</p> <table border="1" data-bbox="884 911 2101 1201"> <thead> <tr> <th data-bbox="884 911 1491 975">Delegated powers</th> <th data-bbox="1491 911 2101 975">Delegated Members and Officers</th> </tr> </thead> <tbody> <tr> <td data-bbox="884 975 1491 1201"><i>The provision of grant aid/financial support to a maximum limit of £500 where the grant aid/financial support is to facilitate an event which will take place prior to the next meeting of the Area Committee</i></td> <td data-bbox="1491 975 2101 1201"><i>The [relevant director] in consultation with the Chairman or Vice Chairman of the relevant Area Committee</i></td> </tr> </tbody> </table> <p>Reason: to allow for budget allocations between Area Committee meetings. Note – the relevant director will be determined by the (Acting) Corporate Legal Manager & Monitoring Officer following conclusion of the consultation on the Senior Management Restructure.</p>	Delegated powers	Delegated Members and Officers	<i>The provision of grant aid/financial support to a maximum limit of £500 where the grant aid/financial support is to facilitate an event which will take place prior to the next meeting of the Area Committee</i>	<i>The [relevant director] in consultation with the Chairman or Vice Chairman of the relevant Area Committee</i>
Delegated powers	Delegated Members and Officers						
<i>The provision of grant aid/financial support to a maximum limit of £500 where the grant aid/financial support is to facilitate an event which will take place prior to the next meeting of the Area Committee</i>	<i>The [relevant director] in consultation with the Chairman or Vice Chairman of the relevant Area Committee</i>						

Section 10			
Section 10.1.4	Proceedings of the Finance, Audit and Risk Committee	Head of Finance, Performance and Asset Management	<p>Change: Amendment to number of meetings</p> <p>There shall be five six regular meetings of the Committee in each year. In addition, extraordinary meetings may be called from time to time, as and when appropriate.</p> <p>Reason: to reflect current practice</p>
Section 10.1.5	Terms of Reference of the Finance Audit and Risk Committee	Head of Finance, Performance and Asset Management	<p>Change: Amendment to 10.1.5 (o)</p> <p>(Subject to enabling legislation) to <i>To</i> appoint <i>(when this requirement arises)</i> the Council's Auditor Panel (if expedient, with one or more other relevant authority).</p> <p>Reason: to reflect that the relevant legislation³ has been enacted, but that the Council also has alternative options in relation to appointment of auditors. Note unclear or possibly unlikely if this provision will be enacted.</p>
Section 10.3.4	Terms of Reference of Employment Committee	Monitoring Officer	<p>Change: New power of the Employment Committee at 10.3.4(e) (and consequential renumbering):</p> <p><i>To authorise suspension of the Chief Executive where it is considered appropriate during the investigation of alleged misconduct.</i></p> <p>Reason: to ensure clarity as to the process for suspension and as per the Joint Negotiating Committee for Local Authority Chief Executives Conditions of Service recommendations.</p>
Section 10.3.4	Terms of Reference of Employment Committee	Monitoring Officer	<p>Change: Deletion of 10.3.4(f)</p> <p>To consider appeals against decisions made by the Chief Executive relating to the dismissal by redundancy or otherwise of Strategic Directors (except Statutory Officers), Heads of Service and Corporate Managers.</p> <p>Reason: to enable the newly created Employment Appeals Committee to deal with such matters</p>

³ Local Audit and Accountability Act 2014

<p>Section 10.3.4</p>	<p>Terms of Reference of Employment Committee</p>	<p>Monitoring Officer</p>	<p>Change: Creation of delegated powers of the Employment Committee:</p> <table border="1" data-bbox="884 263 2040 635"> <thead> <tr> <th data-bbox="884 263 1491 331"><i>Delegated powers</i></th> <th data-bbox="1491 263 2040 331"><i>Delegated Members and Officers</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="884 331 1491 635"> <p><i>To ascertain whether allegations raised against the Chief Executive the Monitoring Officer, the Chief Finance Officer or the Directors are substantial issues regarding investigation or whether they do not require investigation on the basis that they are clearly unfounded, trivial or best dealt with under an alternative procedure.</i></p> </td> <td data-bbox="1491 331 2040 635"> <p><i>Monitoring Officer (or Deputy Monitoring Officer in the event of conflict or absence) in consultation with the Chairman</i></p> </td> </tr> </tbody> </table> <p>Reason: to ensure that only allegations which merit investigation by the Employment committee are placed before the Committee.</p>	<i>Delegated powers</i>	<i>Delegated Members and Officers</i>	<p><i>To ascertain whether allegations raised against the Chief Executive the Monitoring Officer, the Chief Finance Officer or the Directors are substantial issues regarding investigation or whether they do not require investigation on the basis that they are clearly unfounded, trivial or best dealt with under an alternative procedure.</i></p>	<p><i>Monitoring Officer (or Deputy Monitoring Officer in the event of conflict or absence) in consultation with the Chairman</i></p>
<i>Delegated powers</i>	<i>Delegated Members and Officers</i>						
<p><i>To ascertain whether allegations raised against the Chief Executive the Monitoring Officer, the Chief Finance Officer or the Directors are substantial issues regarding investigation or whether they do not require investigation on the basis that they are clearly unfounded, trivial or best dealt with under an alternative procedure.</i></p>	<p><i>Monitoring Officer (or Deputy Monitoring Officer in the event of conflict or absence) in consultation with the Chairman</i></p>						

<p>Section 10.5</p>	<p>Employment Appeals Committee</p>	<p>Monitoring Officer</p>	<p>Change: Creation of new Employment Appeals Committee (and consequential renumbering)</p> <p>10.5 Employment Appeals Committee</p> <p><i>10.5.1 Membership</i></p> <p><i>No more than five (5) members who are not be members of the Employment Committee (including at least one (1) member of Cabinet) shall be appointed to the Employment Appeals Committee.</i></p> <p><i>10.5.2 Quorum</i></p> <p><i>The quorum for a meeting of the Committee shall be three (3) voting members of that Committee.</i></p> <p><i>10.5.3 Meetings</i></p> <p><i>Ad-Hoc</i></p> <p><i>10.5.4 Terms of Reference</i></p> <p><i>(a) The determination of appeals against any decision of the Employment Committee to take action short of dismissal against the Chief Executive, the Monitoring Officer or the Chief Finance Officer following an allegation of misconduct</i></p> <p><i>(b) To consider appeals against decisions made by the Chief Executive relating to the dismissal by redundancy or otherwise of Directors.</i></p> <p>Reason: as recommended by the Joint Negotiating Committee for Local Authority Chief Executives</p>
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Section 14			
Section 14.6	Delegation of Authority – Strategic Director Finance Policy and Governance	Property Solicitor	<p>Change: Amendment to delegated authority:</p> <p>granting, negotiating and settling terms of leases, licences, easements, wayleaves, rent reviews, assignment of leases, the appointment of arbitrators / experts, consents, guarantees and all other minor land matters where the initial annual rent (after the expiry of any rent free period) <i>or the premium</i> does not exceed £50,000 or the calculation of the annual rent is based on a premium not exceeding £50,000</p> <p>Reason: For clarity and to remove superfluous wording</p>
Section 14.8	Cabinet Portfolios	Monitoring Officer	<p>Change: Deletion of Cabinet member details and insertion of website link:</p> <p>In accordance with the Cabinet Procedure Rules and Terms of Reference executive functions will be delegated to the Cabinet Portfolios <i>detailed on the Council’s website:</i></p> <p><i>https://www.north-herts.gov.uk/home/council-and-democracy/councillors-mps-and-meps/councillor-duties-and-responsibilities.</i></p> <p>Reason: To remove the need for updating</p>
Section 14.8.8	Functions of executive member for Policy Transport and Green issues	Communications Manager	<p>Change: Deletion of 14.8.8(k)</p> <p>the Council’s communications strategies and activities and press and publicity activity in consultation with the Leader</p> <p>Reason: For clarification. Currently responsibility for communications sits with the Leader (paragraph 14.8.2.5 (i)) and also with the Portfolio holder for Policy Transport and Green issues in consultation with the Leader. The amendment will place responsibility solely with the Leader.</p>

Section 15			
Section 15.6.2	Access to Information Rules – Supply of Copies	Monitoring Officer	<p>Change: Clarification that this clause is subject to 15.23.1</p> <p>The Proper Officer will ensure that copies of the agenda and reports are made available at the meeting of the Committee for any other Member, or member of the public, who attends the meeting. <i>This is subject to 15.23.1.</i></p> <p>Reason: Paragraph 15.23.1 covers additional rights of access for members and the relevant exemptions that apply.</p>
Section 15.23.1	Additional Rights of Access for Members	Monitoring Officer	<p>Change: Clarification that paragraph 15.23.1(c) also applies</p> <p>All Members of the Council will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Cabinet or its Committees which contain material relating to any business to be transacted at a public meeting unless 15.23.1(a) or 15.23.1(b) or 15.23.1(c) applies.</p> <p>Reason: to reflect the legislative exceptions⁴ that apply to the access to information rights</p>
Section 15.23.1	Additional Rights of Access for Members	Monitoring Officer	<p>Change: Additional wording at 15.23.1(c)</p> <p><i>where it appears to the Proper Officer that allowing the Member to inspect the document would involve the disclosure of advice provided by a political advisor or assistant.</i></p> <p>Reason: to reflect the legislative exceptions that apply to the access to information rights</p>

⁴ Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089