

PROPOSED AMENDMENTS TO THE CONSTITUTION

Page	Previous Wording	Amended Wording	Reason
Article 4 – The Full Council			
14	<p>4.01 Meanings (a) Policy Framework</p> <p>N/A</p>	<p>Insert the following:</p> <ul style="list-style-type: none"> • Environmental Policy 	To bring the Policy Framework up to date.
Overview and Scrutiny Committees			
18	<p>Terms of Reference</p> <p>Corporate Parenting Overview and Scrutiny Sub Committee and Families OSC – Scope</p> <p>Committee Title – Communities and Place</p> <p>N/A</p>	<p>Delete the reference to this Sub Committee which the Council agreed to dissolve. Add Children in the Council’s Care to the scope for Families OSC.</p> <p>Committee Title – Housing, Environment and Healthy Communities</p> <p>Add the following to the scope of the Committee:</p> <p>Homelessness, locality management and housing development.</p>	<p>To reflect the changes in this committee’s remit.</p> <p>To reflect the changes in this committee’s remit.</p>
Article 10 – Neighbourhood Management			
26	10.06 The GSP will prepare and keep up to date a Sustainable Community Strategy for Gateshead, identifying key areas of action, and will take all necessary steps to ensure that these actions are delivered. The GSP will be supported by a Steering Group which	Delete	To reflect current arrangements.

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	will provide strategic direction for its work and by theme, and cross-cutting partnerships which set the direction for policy in Gateshead for their theme or issue.		
Article 13 – Employees of the Council			
34	(c) Strategic Directors	To be updated to reflect the current posts, functions and areas of responsibility.	To reflect the current management structure.
Part 3 - Responsibilities for Functions Annex 1A – Non-Executive Functions			
53	<p>Health and Wellbeing Board</p> <p>3 Cabinet Members</p> <p>Total number of members 18**</p> <p>** the membership includes 11 non councillor members</p> <p>Personnel Appeals Committee</p> <p>Total number of members 10</p>	<p>4 Cabinet Members</p> <p>Total number of members 20**</p> <p>** the membership includes 12 non councillor members</p> <p>Total number of members 10***</p> <p>*** Redundancy appeals will be considered by a politically balanced Sub Committee consisting of 3 members of the Personnel Appeals Committee.</p>	<p>To reflect the current Board structure.</p> <p>To provide maximum flexibility to deal with these appeals.</p>
Part 3 - Responsibilities for Functions Schedule 1 – Non Executive Functions – Delegation to Council Bodies			

Page	Previous Wording	Amended Wording	Reason
56	<p>1. Planning and Development Committee</p> <p>Except when a matter is delegated to the Head of Development and Public Protection, the Planning and Development Committee has delegated power:</p> <p>1.(viii) b. to register variation of rights of common.</p>	<p>Except when a matter is delegated to the Service Director, Climate Change, Compliance, Planning and Transport, the Planning and Development Committee has delegated power:</p> <p>1.(viii) b. to register variation of rights of common land.</p>	<p>To reflect the current management structure and responsibilities.</p> <p>To correct a typographical error.</p>
57	<p>3. Regulatory Committee</p> <p>The Regulatory Committee, except where the matter is delegated to the Service Director, Development, Transport and Public Protection Strategy, has delegated powers:</p>	<p>The Regulatory Committee, except where the matter is delegated to the Service Director, Climate Change, Compliance, Planning and Transport, has delegated powers:</p>	<p>To reflect the current management structure and responsibilities</p>
58	<p>4. Rights of Way Committee</p> <p>(iv) keep the Council's definite map and statement under review;</p>	<p>(iv) keep the Council's definitive map and statement under review;</p>	<p>To correct a typographical error.</p>
63	<p>Pensions and Pay Discretion Sub Committee</p> <p>(i) requests from former employees or their spouses to access their deferred pensions;</p>	<p>(i) requests from former employees or their spouses to access their deferred pensions on an unreduced or partially reduced basis;</p>	<p>To reflect that only applications for unreduced pensions need to be considered by the Committee.</p>
<p>Schedule 2 – Non-Executive Functions – Delegations to Managers Part 1 - Delegations to Individual Managers</p>			

Page	Previous Wording	Amended Wording	Reason
64	<p>General Principles</p> <p>(b) The references to Service Directors to include the post of Deputy Strategic Director of Corporate Resources.</p>	<p>(b) The references to Service Directors to include the post of Deputy Strategic Director of Children, Adults and Families.</p>	<p>To reflect the current management structure and responsibilities</p>
64	<p>1. Strategic Director, Communities and Environment</p>	<p>1. Strategic Director, Economy Innovation and Growth</p>	<p>To reflect the current title.</p>
64	<p>Part 1 – Delegations to Individual Managers</p> <p>1.Strategic Director, Economy, Innovation and Growth</p> <p>(1) Save in respect of matters otherwise reserved to the Council’s Licensing and Regulatory Committees, to exercise the powers and duties of the Council for the application of legislation including the appointment and authorisation of appropriate officers, to authorise, sign and serve all notices and deal with all applications, variations, licences, consents, revocations and suspensions, and take all necessary enforcement action including to issue simple cautions, on behalf of the Council in respect of its responsibilities for matters of:</p> <p>a) public health and environmental protection b) noise pollution, air pollution and integrated pollution control and air quality management c) housing and building standards and security</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
	d) fire safety		
64	<p>1. Strategic Director, Communities and Environment</p> <p>(1) To exercise the powers of the Council in accordance with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and to authorise officers under his control to exercise such powers under Parts 4-6 of those Regulations.</p>	Transfer the delegation to the Service Director, Group Strategy and Residential Growth.	To reflect the current management structure and responsibilities.
64	<p>Service Director, Development, Transport and Public Protection</p>	<p>Service Director, Climate Change, Compliance, Planning and Transport</p>	To reflect the current management structure and responsibilities.
64	<p>(1) Save in respect of matters otherwise reserved to the Council's Licensing and Regulatory Committees, to exercise the powers and duties of the Council for the application of legislation including the appointment and authorisation of appropriate officers, to authorise, sign and serve all notices and deal with all applications, variations, licences, consents, revocations and suspensions, and take all necessary enforcement action including to issue simple cautions, on behalf of the Council in respect of its responsibilities for matters of:</p> <p>(1) (a) public health and environmental protection (b) noise pollution, air pollution and</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p> <p>In (1) (a) change 'public health' to 'public protection'.</p>	To reflect the current management structure and responsibilities.

Page	Previous Wording	Amended Wording	Reason
65	<p>integrated pollution control and air quality management (c) housing and building standards and security (d) fire safety</p> <p>(2) Under the Licensing Act 2003 and Gambling Act 2005 and as delegated by the Licensing and Regulatory Committees:</p> <p>b) to determine whether a complaint is irrelevant, frivolous or vexatious;</p>	<p>(2) Under the Licensing Act 2003 and Gambling Act 2005 and as delegated by the Licensing and Regulatory Committees:</p> <p>b) to determine whether a representation is irrelevant, frivolous or vexatious;</p>	<p>To clarify the wording of this delegation.</p>
65	<p>(7) (a) To determine applications, notifications, consultation, enforcement and all other matters within the terms of reference of the Planning and Development Committee subject to the exceptions specified below:</p> <p>a) Applications (other than those for the discharge of conditions, extensions of time, section 73 applications, applications relating to block improvements of housing market renewal schemes; or replacement of new industrial development (use class B1, B2 or B8) in the Team Valley) for major development as defined as:</p> <ul style="list-style-type: none"> • Residential development of 10 or more dwellings, or where the number is not 	<p>(7) (a) Applications (other than those for the discharge of conditions; extensions of time; section 73 applications; applications relating to block improvements of housing schemes; or replacement of industrial development (use class B2 and/or B8) on an allocated employment site) for major development as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and any subsequent amendments to it.</p> <p>The Service Director, Development, Climate Change, Compliance, Planning and Transport may refuse an application for major development where it is clearly contrary to a relevant Council planning policy.</p>	<p>To clarify this delegation with reference to the latest legislation provisions and to reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
66	<p>specified, the site is more than 0.5 hectares;</p> <ul style="list-style-type: none"> • Other development where the floor space is 1,000 square metres or more or the site is one hectare or more; • Where a major development is subject to a change of use, it will be classed as a major development and not a change of use. <p>The Service Director, Development, Transport and Public Protection may refuse an application for major development where it is clearly contrary to a relevant Council planning policy.</p> <p>7 (g) Applications submitted by or on behalf of:</p> <ul style="list-style-type: none"> • The Chief Executive or any Strategic Director or the Service Director, Development, Transport and Public Protection 	<p>7 (g) Applications submitted by or on behalf of:</p> <ul style="list-style-type: none"> • The Chief Executive or any Strategic Director or the Service Director, Climate Change, Compliance, Planning and Transport 	<p>To reflect the current management structure and responsibilities</p>
66	<p>7 (h) Applications where representations containing relevant and material planning reasons from five or more separate persons (which shall include petitions signed by five or more separate persons) have been lodged in writing (representations, whether by letter or petition, by persons living as part</p>	<p>7(h) Applications recommended for approval where written representations objecting to the application and containing relevant and material planning reasons from five or more separate persons or a petition of more than 5 separate persons against the application have been lodged. Applications recommended for refusal where</p>	<p>To clarify the wording of this delegation.</p>

Page	Previous Wording	Amended Wording	Reason
67	<p>of a single household will be considered to be one representation).</p> <p>7 (j) in respect of land owned by</p> <ul style="list-style-type: none"> • The Chief Executive or any Strategic Director or the Service Director, Development, Public Protection and Transport Strategy; 	<p>written representations supporting the application and containing relevant and material planning reasons from five or more separate persons or a petition of more than 5 separate persons in support of the application have been lodged. (Representations, whether by letter(s) or petition, by persons living as part of a single household will be considered to be one representation).</p> <p>7 (j) in respect of land owned by</p> <ul style="list-style-type: none"> • The Chief Executive or any Strategic Director or the Service Director, Climate Change, Compliance, Planning and Transport; 	<p>To reflect the current management structure and responsibilities.</p>
67	<p>7 (k) Applications which the Service Director, Development, Transport and Public Protection considers should be determined by Planning and Development Committee having regard to approved guidance on this matter.</p>	<p>7 (k) Applications which the Service Director, Climate Change, Compliance, Planning and Transport considers should be determined by Planning and Development Committee having regard to approved guidance on this matter.</p>	<p>To reflect the current management structure and responsibilities.</p>
69	<p>(22) To grant and renew licences for Hackney Carriages and Private Hire Vehicles where the application meets the Council's standard conditions save for condition 23 and/or 25 (Hackney Carriages) or 21 (v) (w) and/or 23 (Private Hire Vehicles) but has been inspected by officers from Communities and Environment pursuant to s.50 Local Government (Miscellaneous Provisions) Act 1976, and</p>	<p>(22) To grant and renew licences for Hackney Carriages and Private Hire Vehicles where the application meets the Council's standard conditions save for condition 23 and/or 25 (Hackney Carriages) or 21 (v) (w) and/or 23 (Private Hire Vehicles) but has been inspected by officers from Environment and Fleet Management pursuant to s.50 Local Government (Miscellaneous Provisions) Act 1976, and has been deemed to be safe for use as a Hackney Carriage/Private Hire Vehicle as applicable.</p>	<p>To reflect the current management structure and responsibilities.</p>

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69	<p>has been deemed to be safe for use as a Hackney Carriage/Private Hire Vehicle as applicable.</p> <p>(24) Save in respect of matters otherwise reserved to the Council's Licensing and Regulatory Committees, to investigate complaints, authorise, sign and serve notices and take all enforcement action relating to statutory nuisance.</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>
69	<p>(25) To exercise powers to license the use of land as a caravan site and the use of moveable dwellings and camping sites.</p>	<p>Transfer the delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>
69	<p>(26) To obtain particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>
70	<p>(28) To consider applications received and make orders under s.257 of the Town and Country Planning Act 1990, except where the Service Director for Transport Strategy considers such an application should be determined by the Rights of Way Committee.</p>	<p>(28) To consider applications received and make orders under s.257 of the Town and Country Planning Act 1990, or refer them to the Rights of Way Committee for determination</p>	<p>To reflect the current management structure and responsibilities.</p>
70	<p>(29) To authorise the making of orders under s.3 of the Cycle Tracks Act 1984, except</p>	<p>(29) To authorise the making of orders under s.3 of the</p>	<p>To reflect the current</p>

Page	Previous Wording	Amended Wording	Reason
	<p>where the Service Director for Transport Strategy considers such an application should be determined by the Rights of Way Committee.</p>	<p>Cycle Tracks Act 1984, or refer them to the Rights of Way Committee for determination.</p>	<p>management structure and responsibilities.</p>
70	<p>(30) To authorise the serving of notices under section 220 of the Highways Act 1980.</p>	<p>Transfer this delegation to the Service Director, Highways and Waste.</p>	<p>To reflect the current management structure and responsibilities.</p>
70	<p>(32) To approve revisions to any of the matters in the Gateshead Community Infrastructure Levy Instalments Policy and Regulation 123 Infrastructure List.</p>	<p>(32) To approve revisions to any of the matters in the Gateshead Community Infrastructure Levy Instalments Policy and Infrastructure Funding Statement.</p>	<p>To reflect the current management structure and responsibilities.</p>
70	<p>(34) Following consultation with the Strategic Director, Corporate Services, to determine whether to take enforcement action under the provisions of the Community Infrastructure Levy Regulations 2010 and any subsequent amendments.</p>	<p>(34) Following consultation with the Strategic Director, Corporate Services and Governance, to determine whether to take enforcement action under the provisions of the Community Infrastructure Levy Regulations 2010 and any subsequent amendments.</p>	<p>To reflect the current management structure and responsibilities.</p>
70	<p>(35) To authorise notices under Part IX Highways Act 1980 and the taking of action under Section 303 and 333 of Highways Act 1980.</p>	<p>Transfer this delegation to the Service Director, Highways and Waste.</p>	<p>To reflect the current management structure and responsibilities.</p>
	<p>(36) To take enforcement action against contraventions of the Environmental Protection Act 1990, Clean Neighbourhoods</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure</p>

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	and Environment Act 2005, Anti-Social Behaviour, Crime and Policing Act 2014, Control of Pollution (Amendment) Act 1989 and the Refuse Disposal (Amenity) Act 1978.		and responsibilities.
70	Service Director, Street Scene (1) To take enforcement action against contraventions of the Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005 and the Dogs (Fouling of Land) Act 1996.	Service Director, Environment and Fleet Management (1) To take enforcement action against contraventions of the Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005 and the Dogs (Fouling of Land) Act 1996.	To reflect the current management structure and responsibilities.
70	Service Director, Commissioning and Neighbourhoods (1) To approve and allocate the Local Community Fund to projects for which ward councillors request financial support.	Transfer this delegation to the Service Director, Locality Services and Housing Options	To reflect the current management structure and responsibilities.
71	2. Strategic Director, Corporate Services and Governance (10) To approve applications for early release of deferred pension benefits for serving employees of the Council.	(10) To approve applications for early release of unreduced or partially reduced deferred pension benefits for serving employees of the Council.	To reflect that only applications for unreduced pensions need to be considered.
72	(14) To interpret and apply national agreements, if the subject matter is not specifically covered by the Pay Policy, following consultation with the Leader of the	(14) To interpret and apply national agreements, if the subject matter is not specifically covered by the Pay Policy, following consultation with the Leader of the Council and the Strategic Director, Resources and Digital, and, if	To reflect the current management structure and responsibilities.

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	Council and the Strategic Director, Corporate Resources, and, if deemed appropriate, having taken advice from the LGA and/or the Employers' Organisation.	deemed appropriate, having taken advice from the LGA and/or the Employers' Organisation.	
73	<p>3. Strategic Director, Corporate Services</p> <p>Service Director, Trading and Commercialisation</p> <p>1. To authorise, following consultation with the Strategic Director, Corporate Resources, price increases when required in the Council's coffee shops, restaurants and bars in line with business need and market forces.</p>	<p>Service Director, Property, Assets and Traded Services</p> <p>1. To authorise, following consultation with the Strategic Director, Resources and Digital, price increases when required in the Council's coffee shops, restaurants and bars in line with business need and market forces.</p>	To reflect the current management structure and responsibilities.
76	<p>General Delegations to Managers</p> <p>(c) A Service Director (including the Deputy Director of Corporate Resources)</p>	(c) A Service Director (including the Deputy Director of Children, Adults and Families)	To reflect the current management structure and responsibilities.
Schedule 3 – Responsibility for Local Choice Functions			
80	<p>Responsibility for delegations</p> <p>N/A</p>	<p>Responsibility for delegations</p> <p>Change references to the Service Director, Development and Public Protection to the Service Director, Climate Change, Compliance, Planning and Transport.</p>	To reflect the current management structure and responsibilities.
Schedule 5 – Executive Functions Delegated to Managers			
Part 1 – Delegations to Individual Managers			
86	General Principles		

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	(b) The references to Service Directors to include the post of Deputy Strategic Director of Corporate Resources.	(b) The references to Service Directors to include the post of Deputy Strategic Director of Children, Adults and Families.	To reflect the current management structure and responsibilities.
89	2. Strategic Director, Communities and Environment	2. Strategic Director, Housing Environment and Healthy Communities	To reflect the current management structure and responsibilities.
89	(1) To determine those vehicles and items of plant and equipment that are no longer required, and to dispose of them in a manner which best meets the Council's interests, provided that the equipment which he/she considers to be in a safe condition is offered for sale to sports clubs in the Borough at a price he/she determines, subject to: a. The sports clubs being approved by the Service Director, Trading and Commercialisation; and	(2) To determine those vehicles and items of plant and equipment that are no longer required, and to dispose of them in a manner which best meets the Council's interests, provided that the equipment which he/she considers to be in a safe condition is offered for sale to sports clubs in the Borough at a price he/she determines, subject to: a. The sports clubs being approved by the Service Director, Public Health and Wellbeing; and	To reflect the current management structure and responsibilities.
89	(5) To carry out facilities management functions for operational properties under his/her control.	Transfer the delegation to the Service Director, Property Assets and Traded Services.	To reflect the current management structure and responsibilities.
89	(6) Following delegation by the Chief Executive to exercise the power provided in section 76-93 of the Anti Social Behaviour	Provide the same delegation to the Service Director, Group Strategy and Residential Growth.	To reflect the current management structure and responsibilities.

Page	Previous Wording	Amended Wording	Reason
89	<p>Crime and Policing Act 2014.</p> <p>(7) To exercise powers under the Anti Social Behaviour Crime and Policing Act 2014 in relation to community protection notices and orders and closure of premises associated with nuisance or annoyance.</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>
89	<p>(8) To exercise powers given to local authorities under the Anti Social Behaviour Crime and Policing Act 2014 in relation to community protection orders, closure of premises notices and orders, public places protection orders and keeping dogs under control.</p>	<p>Provide the same delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>
90	<p>(9) To exercise the powers of the Council and to authorise officers under his/her control to exercise such powers under Part 4 of the Redress Schemes for Lettings Agency Work and Property Management Work (requirement to belong to a scheme etc.) (England) Order 2014 to enforce any breach of the requirement to belong to a scheme as is necessary.</p>	<p>Transfer the delegation to the Service Director, Group Strategy and Residential Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>
90	<p>(12) To make any changes or updates to the Local Development Scheme and to the Statement of Community Involvement, as and when required, following consultation</p>	<p>Transfer to the Strategic Director, Economy, Innovation and Growth</p>	<p>To reflect the current management structure and responsibilities.</p>

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	with the Cabinet Members for Environment and Transport, Housing and Economy.		
90	(13) To designate the appropriate officer as the Council's Traffic Manager under the Traffic Management Act 2004.	Transfer to Service Director, Highways and Waste	To reflect the current management structure and responsibilities.
90	(14) To deal with the nomination of assets for inclusion on the list of community value.	Transfer to Service Director, Property, Assets and Traded Services.	To reflect the current management structure and responsibilities.
90	Service Director, Development, Transport and Public Protection	Service Director, Climate Change, Compliance, Planning and Transport	To reflect the current management structure and responsibilities.
91	(7) To exercise powers under the Anti Social Behaviour Crime and Policing Act 2014 in relation to community protection notices and orders and closure of premises associated with nuisance or annoyance.	Provide the same delegation to the Service Director, Group Strategy and Residential Growth	To reflect the current management structure and responsibilities.
91	(8) To exercise the powers of the Council to ensure that landlords meet their obligations under the Landlord and Tenant Act 1985.	Transfer the delegation to the Service Director, Group Strategy and Residential Growth	To reflect the current management structure and responsibilities.
91	(9) To exercise the powers of the Council and to authorise persons to exercise such powers, under the Public Health Acts 1936	Transfer the delegation to the Service Director, Group Strategy and Residential Growth	To reflect the current management structure and responsibilities.

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	<p>and 1961, Prevention of Damage by Pests Act 1949, Local Government (Miscellaneous Provisions) Act 1982 and Housing Act 2004 and any other legislation conferring such powers, in order to prevent:</p> <p>(iv) Hazards (as defined by Housing Act 2004).</p>		
92	<p>(12) To authorise, sign and serve notices and take all necessary enforcement action under section 77 of the Criminal Justice and Public Order Act 1994.</p>	<p>Transfer the delegation to the Service Director, Group Strategy and Residential Growth</p>	<p>To reflect the current management structure and responsibilities.</p>
92	<p>(13) To issue mandatory licenses under Part 2 of the Housing Act 2004.</p>	<p>Transfer the delegation to the Service Director, Group Strategy and Residential Growth</p>	<p>To reflect the current management structure and responsibilities.</p>
92	<p>(15) To issue and deal with notices under the New Roads and Street Works Act 1999.</p>	<p>Transfer the delegation to the Service Director, Highways and Waste.</p>	<p>To reflect the current management structure and responsibilities.</p>
92	<p>(16) To grant licences, consents and approvals for apparatus in and under streets and excavations in streets; to secure the removal of obstructions in streets; and to take action to secure the safety of dangerous excavations.</p>	<p>Reword the delegation as follows:</p> <ul style="list-style-type: none"> • To grant licences, consents and approvals for apparatus in and under streets and excavations in streets. (Transfer this delegation to the Service Director, Highways and Waste) • To secure the removal of obstructions in streets; and 	<p>To reflect the current management structure and responsibilities.</p>

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		to take action to secure the safety of dangerous excavations. (This delegation to be retained by Service Director, Climate Change, Compliance, Planning and Transport)	
92	(17) To number houses and to name streets and to object in writing to any proposed street name.	Transfer the delegation to the Service Director, Highways and Waste	To reflect the current management structure and responsibilities.
92	(18) To agree the terms of agreements under sections 38 and 278 of the Highways Act 1980.	Transfer the delegation to the Service Director, Highways and Waste	To reflect the current management structure and responsibilities.
92	(19) To authorise the fixing of banners to bridges, and any events on bridges, in accordance with Council policy and subject to planning approval being obtained where necessary.	Transfer the delegation to the Service Director, Highways and Waste	To reflect the current management structure and responsibilities.
92	(21) To authorise the adoption of highways under section 228 of the Highways Act 1980.	Transfer the delegation to the Service Director, Highways and Waste	To reflect the current management structure and responsibilities.
92	(22) To make resolutions under section 205 (1) of the Highways Act 1980 and to carry out the necessary procedures under section 205 (3) of the Act.	Transfer the delegation to the Service Director, Highways and Waste	To reflect the current management structure and responsibilities.

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92	(23) To agree the adoption of highways constructed by the Council.	Transfer the delegation to the Service Director, Highways and Waste	To reflect the current management structure and responsibilities.
92	<p>(24) To act on behalf of the Council in connection with any power or duty imposed on the Council as traffic authority, and in particular:</p> <p>(a) To propose and make temporary traffic regulation orders or notices under sections 14 and 16 to the Road Traffic Regulation Act 1984 or orders under the Town and Police Clauses Act.</p> <p>(b) To propose, modify and make permanent or experimental traffic regulation orders or notices under sections 14 and 16 to the Road Traffic Regulation Act 1984 or orders under the Town and Police Clauses Act 1847.</p> <p>(c) To respond to requests, on behalf of the Council, to a proposal by traffic authority to make permanent, temporary or experimental traffic regulation orders or notices on a highway situated within the Borough and to propose and make the relevant order where considered appropriate.</p> <p>(d) To authorise the erection of temporary</p>	<p>Amend the delegation as follows and transfer the delegation to the Service Director, Highways and Waste.</p> <p>(24) To act on behalf of the Council in connection with any power or duty imposed on the Council as traffic authority, and in particular:</p> <p>(a) To propose and make temporary traffic regulation orders or notices under the Road Traffic Regulation Act 1984 or under the Town and Police Clauses Act.</p> <p>(b) To propose, modify and make permanent or experimental traffic regulation orders under the Road Traffic Regulation Act 1984.</p> <p>(c) To respond to requests, on behalf of the Council, to a proposal by traffic authority to make permanent, temporary or experimental traffic regulation orders or notices on a highway situated within the Borough and to propose and make the relevant order where considered appropriate.</p> <p>(d) To authorise the erection of temporary signs on the highway.</p> <p>(e) To formally respond to HGV Operator Licence applications.</p>	<p>To reflect the current management structure and responsibilities and to update the references to legislation.</p>

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93	<p>signs on the highway.</p> <p>(e) To formally respond to HGV Operator Licence applications.</p> <p>(25) To give notice of any proposal to stop up or divert a highway under section 116 of and schedule 12 to the Highways Act 1980, and provided consent of the appropriate Parish Council (where applicable) has not been refused, to request the Strategic Director, Corporate Services and Governance to apply to the Magistrates' Court for a stopping up or diversion order.</p>	<p>Transfer the delegation to the Service Director, Highways and Waste</p>	<p>To reflect the current management structure and responsibilities.</p>
93	<p>(26) To authorise School Travel Plans following consultation with the Service Director, Learning and Schools.</p>	<p>Amend the delegation as follows and transfer to the Strategic Director, Children, Adults and Families:</p> <ul style="list-style-type: none"> • To authorise Schools Travel Plans. 	<p>To reflect the current management structure and responsibilities.</p>
93	<p>(27) To amend the Council's Blue Badge Protocol, as and when necessary, following consultation with the appropriate Cabinet Member, to ensure that it continues to reflect both current legislation and local needs and circumstances.</p> <p>(28) To determine appeals against any decision to refuse a request for a Blue Badge, in line with criteria and processes set</p>	<p>Transfer delegations 27 - 32 to the Service Director, Highways and Waste.</p>	<p>To reflect the current management structure and responsibilities.</p>

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93	<p>out in the Council's Blue Badge Protocol.</p> <p>(29) To declare / designate sections of footway to be removed as footway under section 66(4) to the Highways Act 1980 and designate sections of footway as a cycle track in accordance with section 65(1) of the Highways 1980 Act.</p> <p>(30) To grant approvals for land drainage consents under section 23 of the Land Drainage Act 1991.</p> <p>(31) To agree the terms of adoption agreements for sustainable drainage systems under the Flood & Water Management Act 2010 and to authorise the adoption of those systems under that Act.</p> <p>(32) To enter into future agreements with the Secretary of State for Transport, under section 4 of the Highways Act 1980, in respect of the A1 improvement works.</p> <p>(33) To implement the provisions of the Housing and Planning Act 2016 that seek to tackle rogue landlords and property agents who knowingly rent out unsafe and sub-standard accommodation.</p> <p>(34) To implement the provisions of the Licensing of Houses in Multiple Occupation</p>	<p>Transfer the delegation to the Service Director, Group Strategy and Residential Growth</p> <p>Transfer the delegation to the Service Director, Group Strategy and Residential Growth</p>	<p>To reflect the current management structure and responsibilities.</p> <p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
93	<p>(Prescribed Description) (England) Order 2018, and the Licensing of Housing in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 in Gateshead.</p> <p>Service Director, Economic Development</p>	<p>Service Director, Business Employment and Skills</p>	
94	<p>(1) In accordance with agreed procedures and eligibility criteria, in consultation with the Service Director, Customer and Financial Services, to approve applications for financial assistance to businesses, or individual residents of the Borough seeking employment, training or educational opportunities, in the following categories:</p> <p>Service Director, Council Housing, Design and Technical Services</p>	<p>(1) In accordance with agreed procedures and eligibility criteria, in consultation with the Service Director, Customer Experience and Digital, to approve applications for financial assistance to businesses, or individual residents of the Borough seeking employment, training or educational opportunities, in the following categories:</p>	<p>To reflect the current management structure and responsibilities.</p>
94	<p>(1) In respect of Council housing stock, to exercise the powers of the Council and to authorise persons to exercise such powers, under the Public Health Acts 1936 and 1961, Prevention of Damage by Pests Act 1949, Local Government (Miscellaneous Provisions) Act 1982 and Housing Act 2004 and any other legislation conferring such powers, in order to prevent:</p>	<p>Transfer delegation 1 to the Service Director, Property and Assets, delegation 3 to the Service Director, Group Strategy and Residential Growth, delegation 4 to the Service Director, Locality Services and Housing Options and delete delegation 2.</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>(i) Damaged or defective premises (or parts thereof).</p> <p>(ii) The deposit of noxious refuse.</p> <p>(iii) Prejudice to health, danger to the public and/or detriment to the amenities of the neighbourhood.</p> <p>(iv) Hazards (as defined by Housing Act 2004).</p> <p>(2) To monitor the performance of the Gateshead Housing Company as the nominated officer under the Gateshead Housing Agreement.</p> <p>(3) To act on behalf of the Council in relation to the Council's duties to review and address homelessness.</p> <p>(4) To accept leases and grant licenses of property (for which there is budgetary provision) necessary to meet the Council's obligations to provide temporary accommodation to homeless persons on an emergency basis and to those requiring supported housing.</p>		
95	<p>2. Strategic Director, Corporate Resources</p> <p>(9) Following consultation with the Strategic Director, Communities and Environment to bank, borrow, sell or buy landfill allowances</p>	<p>(9) Following consultation with the Strategic Director, Housing, Environment and Healthy Communities to bank, borrow, sell or buy landfill allowances in order to minimise any costs and maximise any benefits to the Council.</p>	<p>To reflect the current management structure.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>in order to minimise any costs and maximise any benefits to the Council. Periodic reports on such transactions will be reported to Cabinet.</p>	<p>Periodic reports on such transactions will be reported to Cabinet.</p>	
96	<p>Service Director, Trading and Commercialisation</p> <p>(1) To order books and other materials within budgetary control;</p> <p>(2) To engage artists to a maximum cost, inclusive of expenses, of £10,000; engagements in excess of £10,000 are subject to consultation with the Strategic Director, Corporate Services and Governance with a view to drawing up an appropriate contract;</p> <p>(3) To arrange sales of surplus book stock and audio visual stock;</p> <p>(4) To make arrangements for leisure and sporting events within agreed budgets.</p> <p>(5) To make arrangements to undertake activity which can generate income to meet agreed targets set by the annual budget process.</p> <p>(6) Following consultation with the Strategic Directors, Corporate Resources and Corporate Services and Governance, to</p>	<p>Service Director, Commercialisation and Improvement</p> <p>Transfer delegations (1) to (3) to the Director of Public Health and Wellbeing</p> <p>Amend the remaining delegations as follows:</p> <p>(1) To make arrangements for major and community events within agreed budgets.</p> <p>(2) To make arrangements to undertake activity which can generate income to meet agreed targets set by the annual budget process.</p> <p>(3) Following consultation with the Strategic Directors, Resources and Digital and Corporate Services and Governance, to implement flexible pricing arrangements to increase income, as appropriate.</p>	<p>To reflect the officers now responsible for these functions.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>implement flexible pricing arrangements to increase income, as appropriate.</p>		
98	<p>3. Strategic Director, Corporate Services and Governance</p> <p>(19) Following consultation with the Strategic Director, Corporate Resources, to acquire or dispose of land and/or property by sale, lease, license, consent, or any other legal estate or interest and to incur any necessary expenditure for those purposes, subject to the exceptions specified below:</p> <p>(a) Acquisitions, disposals or other transactions in relation to interests in land which the Strategic Director, Corporate Services and Governance considers to have significant implications in respect of any ward and/or portfolio, in which case the Strategic Director, Corporate Services and Governance shall consult with the relevant portfolio holder and/or ward members before exercising the delegation at (19) above.</p> <p>(b) Acquisitions, disposals or other transactions in relation to interests in land in respect of which the price or premium exceeds £500,000 or, in the case of leases, the sum of the premium and the cumulative rent over the term of the lease exceeds £1,000,000.</p>	<p>Reword (19) (a) as follows and transfer to the Strategic Director, Economy, Innovation and Growth:</p> <p>(a) Acquisitions and disposals in relation to interests in land which the Strategic Director, Economy, Innovation and Growth considers to have significant implications in respect of any ward and/or portfolio, in which case the Strategic Director, Economy, Innovation and Growth shall consult with the relevant portfolio holder and/or ward members before exercising the delegation above.</p> <p>Reword (19) (a) as follows and transfer to Strategic Director, Housing, Environment and Healthy Communities:</p> <p>(a) Transactions (other than acquisitions and disposals) in relation to interests in land which the Strategic Director, Housing, Environment and Healthy Communities considers to have significant implications in respect of any ward and/or portfolio, in which case the Strategic Director, Housing, Environment and Healthy Communities shall consult with the relevant portfolio holder and/or ward members before exercising the delegation above.</p> <p>Reword (b) as follows and transfer to Strategic Director, Economy, Innovation and Growth:</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
98	<p>(c) Disposals of land for less than the best consideration that can reasonably be obtained pursuant to the Local Government Act 1972 general disposal consent (England) 2003 or any successor consent issued by the Secretary of State under sections 123(2), 127(2) and 128(1) of the Local Government Act 1972.</p> <p>(d) Acquisitions, disposals or other transactions in relation to interests in land in respect of which the Strategic Director, Corporate Services and Governance considers it appropriate that a decision should be made by Cabinet.</p> <p>(20) To settle the amount of any claim for compensation payable to the Council under any statutory provisions relating to the use of land not exceeding £100,000 and including but not limited to compensation payable under the provisions of the Water Industry Act 1991.</p> <p>(21) To settle the amount of any claim for compensation payable by the Council under any statutory provisions relating to the use of land not exceeding £100,000 and including but not limited to compensation properly payable in respect of depreciation to the value of property as a result of public works</p>	<p>(b) Acquisitions and disposals in relation to interests in land in respect of which the price or premium exceeds £500,000 or, in the case of leases, the sum of the premium and the cumulative rent over the term of the lease exceeds £1,000,000.</p> <p>Transfer (19) (c) – (d) to the Strategic Director, Economy, Innovation and Growth.</p> <p>Transfer delegations 20 -26 to the Strategic Director, Housing, Environment and Healthy Communities</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>under the provisions of Part 1 of the Land Compensation Act 1973.</p> <p>(22) To authorise such measures as are considered necessary to ensure the protection of surplus property.</p> <p>(23) To negotiate and agree, in consultation with the Strategic Director, Corporate Resources, the rating assessment and valuation of all Council owned property.</p> <p>(24) To authorise the demolition of a Council asset, where a surplus declaration has been approved by the Cabinet and where budgetary provision exists.</p> <p>(25) To manage the Council's non-operational property and carry out all functions including new lettings, sub-lettings, lease renewals, rent reviews, assignments, landlord's consents, lease surrenders, terminations and other interests in land.</p> <p>(26) To deal with the review of a decision to include land on the list of assets of community value.</p>		
100	<p>General Delegations to Managers</p> <p>(c) A Service Director (including the Deputy Director of Corporate Resources)</p>	<p>(c) A Service Director (including the Deputy Director of Children, Adults and Families)</p>	<p>To reflect the current management structure.</p>

Page	Previous Wording	Amended Wording	Reason
101	<p>(2) Lands and Buildings</p> <p>A manager in consultation with the Service Director, Trading and Commercialisation:</p> <p>a. Manage land and buildings under his/her control, provided that in the case of non-residential property, the Strategic Director, Corporate Services and Governance must be consulted on any proposal to create a lease, licence or other interest in a property.</p> <p>b. Deal with applications for hiring or letting accommodation under his/her control, in accordance with a scheme approved by the Council.</p>	<p>(2) Lands and Buildings</p> <p>A manager in consultation with the Service Director, Property, Assets and Traded Services:</p> <p>a. Manage land and buildings under his/her control, provided that in the case of non-residential property, the Strategic Director, Housing, Environment and Healthy Communities must be consulted on any proposal to create a lease, licence or other interest in a property.</p> <p>b. Deal with applications for hiring or letting accommodation under his/her control, in accordance with a scheme approved by the Council.</p>	<p>To reflect the current management structure and responsibilities.</p>
The Freedom of Information Act 2000 - Statement			
123	<p>Exceptions to the Right of Access</p> <p>8. The Council can withhold information including details of legal proceedings, information provided in confidence or covered by the Data Protection Act 1998.</p> <p>Access to Personal Information</p> <p>10. Personal information or data is covered by the Data Protection Act 1998.</p> <p>11. Requests for personal data must be responded to within 40 Days, confirming:</p>	<p>8. The Council can withhold information including details of legal proceedings, information provided in confidence or covered by the Data Protection Act 2018</p> <p>10. Personal information or data is covered by the Data Protection Act 2018.</p> <p>11. Requests for personal data must be responded to within one month, confirming:</p>	<p>To refer to the current legislation.</p> <p>To refer to the current legislation.</p> <p>To refer to the current timescale.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>13. Questions about rights under the Freedom of Information Act 2000 or the Data Protection Act 1998 should be directed to the Council's Information Rights Officer.</p>	<p>13. Questions about rights under the Freedom of Information Act 2000 or the Data Protection Act 2018 should be directed to the Council's Information Rights Officer or Data Protection Officer.</p>	<p>To refer to the current legislation and relevant officers.</p>
Data Protection Statement			
124	<p>Data Protection Principles</p> <p>3. The Act is based on eight legally enforceable principles that organisations and individuals must apply when they process your personal data. The Act states that all personal data must:</p> <ul style="list-style-type: none"> • Be processed fairly and lawfully • Only be obtained and processed for specified and lawful purposes • Be adequate, relevant for the purpose and not excessive • Be accurate and, where necessary, kept up to date • Not be kept longer than necessary • Be processed in accordance with the data subject's rights • Be kept secure • Not be transferred to other countries without adequate protection for the rights and freedoms of the data subject. 	<p>3. The Act is based on six legally enforceable principles that organisations and individuals must apply when they process your personal data. The Act states that all personal data must:</p> <ul style="list-style-type: none"> • Be processed fairly, lawfully and transparently • Only be obtained and processed for specified, explicit and lawful purposes • Be adequate, relevant for the purpose and limited to what is necessary • Be accurate and, where necessary, kept up to date • Not be kept longer than necessary • Be processed in a manner that ensures appropriate security of the data <p>The Act requires that the Council must be able to demonstrate compliance with the above principles.</p>	<p>To reflect the requirements of current legislation.</p>

Page	Previous Wording	Amended Wording	Reason
124	<p>What is Personal Data?</p> <p>The Act recognises that some types of personal data are more sensitive than others. There are extra rules for processing data about your ethnic origin, religious beliefs, trade union membership, party political opinions, sexuality, health, involvement in court proceedings, etc.</p>	<p>The Act recognises that some types of personal data require a more enhanced level of protection than others. There are extra rules for processing data about your racial or ethnic origin, religious or philosophical beliefs, trade union membership, party political opinions, sexuality (including sex life), health, or involvement in court proceedings. There are also extra rules for processing genetic or biometric data about you.</p>	<p>To reflect the requirements of current legislation.</p>
125	<p>Who processes my personal data?</p> <p>Council members and employees can access and process your personal data for their official council duties, but only the data needed for a specific purpose. They must not disclose your personal data to anyone else without your consent, unless they are legally obliged to do so.</p> <p>You can write and ask us to stop processing your personal data at any time. You must explain what processing you want us to stop and why. We must reply within 21 days to let you know what we have done about your request.</p>	<p>Council members and employees can access and process your personal data for their official council duties, but only the data needed for a specific purpose. They must not disclose your personal data to anyone else without your consent, unless they are legally obliged or permitted to do so.</p> <p>You can write and ask us to stop processing your personal data at any time. You must explain what processing you want us to stop and why. We must reply within one month to let you know what we have done about your request.</p>	<p>To reflect the current process.</p>
125	<p>Can I see my personal data?</p>	<p>The Data Protection Act 2018 gives you a general right of</p>	

Page	Previous Wording	Amended Wording	Reason
126	<p>The Data Protection Act gives you a general right of access to personal data that relates to you. Access requests must be made in writing; with enough information to locate the data requested and proof that you are the data subject.</p> <p>You will have to pay a fee of up to £10 (up to £50 for education records). We will confirm that when we receive your data subject access request.</p> <p>Data controllers like the Council must respond within 40 days confirming:</p> <p>How can I be sure my data is accurate?</p> <p>Under the Data Protection Act, the Council must try to keep your personal data accurate and up to date. If you think that your personal data is incorrect you can write telling us why and asking us to correct the data. We must reply within 21 days to let you know what we have done about your request.</p>	<p>access to personal data that relates to you. Access requests must include enough information to locate the data requested, and proof that you are the data subject may be requested.</p> <p>Data controllers like the Council must respond within one month confirming:</p> <p>Under the Data Protection Act 2018, the Council must try to keep your personal data accurate and up to date. If you think that your personal data is incorrect you can write telling us why and asking us to correct the data. We must reply within one month to let you know what we have done about your request.</p>	<p>To reflect the current process</p> <p>To reflect the current process</p>
Overview and Scrutiny Rules			
134	<p>2. Number and Terms of Reference</p> <p>N/A</p>	<p>Insert the following:</p> <p>2.6 The Housing, Environment and Healthy Communities</p>	<p>To reflect the current OSC structure.</p>

Page	Previous Wording	Amended Wording	Reason
		<p>OSC will include in its membership the following non-voting representatives:</p> <p>Four Housing Scrutiny Panel representatives Two Housing Assurance Board representatives</p> <p>When the Committee deals with matters which do not relate wholly or partly to housing functions which are the responsibility of the Cabinet, these representatives may stay in the meeting and speak.</p>	
Table 1 – Terms of Reference of Overview and Scrutiny Committees			
145	<p>Corporate Parenting Overview and Scrutiny Sub-Committee</p> <p>1. To receive and consider monitoring reports on children in the Council’s care.</p> <p>2. To keep under review the Council’s arrangements for ensuring that the Council fulfils its role as corporate parent.</p> <p>Membership: Nine members of the Council</p>	<p>Delete and transfer the terms of reference to the Families OSC.</p>	<p>To reflect changes in the OSCs’ structure.</p>
146	<p>Communities and Place Overview and Scrutiny Committee</p> <p>5. matters relating to housing, including management of the Council’s housing stock and relationships with the Gateshead</p>	<p>Housing, Environment and Healthy Communities Overview and Scrutiny Committee</p> <p>5. matters relating to housing, including management and maintenance of the Council’s housing stock and private sector housing.</p>	<p>To reflect changes in the OSCs structure.</p>

Page	Previous Wording	Amended Wording	Reason
	Housing Company N/A N/A	Add the following to the role of the OSC: 10.Homelessness, rough sleeping and asylum matters. Add the following to the membership of the OSC: Four Housing Scrutiny Panel representatives and two Housing Assurance Board representatives (all non-voting)	
Financial Regulations			
169	Regulation 13 Land and Property References to the Strategic Director, Corporate Services and Governance	Change references to Strategic Director, Housing, Environment and Healthy Communities	To reflect the current management structure and responsibilities.
Employee Recruitment Rules			
191	3. Appointment of Head of Paid Service, Chief Officers and Deputy Chief Officers (e) An offer of appointment may not be made until the following steps have been taken:	(e) An offer of appointment in paragraphs (a), (b) and (c) above may not be made until the following steps have been taken:	To provide clarification that the process detailed is not applicable to Deputy Chief Officers.
193	7. Dismissal of Chief Officers, Director of Public Health and Deputy Chief Officers (e) Step 2 - the Service Director, Human Resources and Workforce Development notifies every Cabinet member of:	(e) Step 2 - the proper officer notifies every Cabinet member of:	To provide consistency of reference.

Page	Previous Wording	Amended Wording	Reason
194	<p>8. Definitions</p> <p>In these Rules:</p> <p>‘proper officer’ means the Service Director, Human Resources and Organisational Development;</p>	<p>In these Rules:</p> <p>‘proper officer’ means the Service Director, Human Resources and Workforce Development;</p>	To provide consistency of reference.
Code of Conduct for Councillors of Gateshead Council			
196	N/A	Insert the current code of conduct for councillors approved by Council on 27 May 2021.	To reflect the current allowances scheme.
Development Management – Protocol on Good Practice			
206	<p>12. Key Principles</p> <p>2.3 The Strategic Director, Communities and Environment or the Strategic Director, Corporate Services and Governance are available to give advice, prior to or at Committee meetings, on what might constitute valid planning grounds for agreeing, imposing conditions on, or refusing planning consents. (The Council is legally required to give reasons for decisions to refuse a planning application).</p>	<p>2.3 The Strategic Director, Economy, Innovation and Growth or the Strategic Director, Corporate Services and Governance are available to give advice, prior to or at Committee meetings, on what might constitute valid planning grounds for agreeing, imposing conditions on, or refusing planning consents. (The Council is legally required to give reasons for decisions to refuse a planning application).</p>	To reflect the current management structure and responsibilities.
207	<p>3. What this Means for Councillors - All Councillors</p> <p>3.1 (i) You should always think carefully about how you deal with anyone who approaches you about a planning</p>	<p>3.1 (i) You should always think carefully about how you deal with anyone who approaches you about a planning application. This may be an applicant or his/her agent, an</p>	To reflect the current management structure and responsibilities.

Page	Previous Wording	Amended Wording	Reason
	<p>application. This may be an applicant or his/her agent, an objector, a supporter or someone simply requiring information about an application or proposal. It is always open to you to refer the person to the Strategic Director, Communities and Environment, or the appropriate member of his staff, and you would be well-advised to do this if you feel that anyone is trying to put you under undue pressure or influence you unfairly. In particular, you should not allow yourself to be pressured into giving an ‘instant opinion’ on the application.</p> <p>i. You should be particularly careful in dealing with any approaches you may personally receive from developers or their agents. They may attempt to put pressure on you in order to secure some expression of commitment. Again, members should always refer the person concerned to the Strategic Director, Communities and Environment.</p> <p>ii. Councillors should not meet with builders/developers or their agents unless accompanied by the Strategic Director, Communities and Environment or his representative as this could be misconstrued.</p>	<p>objector, a supporter or someone simply requiring information about an application or proposal. It is always open to you to refer the person to the Service Director, Climate Change, Compliance, Planning and Transport, or the appropriate member of his/her staff, and you would be well-advised to do this if you feel that anyone is trying to put you under undue pressure or influence you unfairly. In particular, you should not allow yourself to be pressured into giving an ‘instant opinion’ on the application.</p> <p>i. You should be particularly careful in dealing with any approaches you may personally receive from developers or their agents. They may attempt to put pressure on you in order to secure some expression of commitment. Again, members should always refer the person concerned to the Strategic Director, Economy, Innovation and Growth.</p> <p>ii. Councillors should not meet with builders/developers or their agents unless accompanied by the Strategic Director, Economy, Innovation and Growth or his representative as this could be misconstrued.</p>	
208	(iv) If you are a member of the Planning and Development Committee, you should not	(iv) If you are a member of the Planning and Development Committee, you should not close your mind to the outcome	To reflect the current management structure

Page	Previous Wording	Amended Wording	Reason
210	<p>close your mind to the outcome of an application before it is considered by the Committee, or give the impression that you have done so, even though you may hold strong views about it. You should bear in mind that your ward colleagues who are not members of the Committee will be better placed to undertake this role. Similarly, if the question arises of writing letters of objection (or support) to the Strategic Director, Communities and Environment it would be more appropriate if these came from ward colleagues who are not on the Committee.</p> <p>Planning Appeals</p> <p>3.6 Where a public inquiry is held to consider an appeal, all councillors should contact the Strategic Director, Corporate Services and Governance and/or the Strategic Director, Communities and Environment before making representations and certainly before attending the inquiry. If councillors present evidence on immaterial considerations there is a risk that the Council's case will be undermined.</p>	<p>of an application before it is considered by the Committee, or give the impression that you have done so, even though you may hold strong views about it. You should bear in mind that your ward colleagues who are not members of the Committee will be better placed to undertake this role. Similarly, if the question arises of writing letters of objection (or support) to the Strategic Director, Economy, Innovation and Growth it would be more appropriate if these came from ward colleagues who are not on the Committee.</p> <p>3.6 Where a public inquiry is held to consider an appeal, all councillors should contact the Strategic Director, Corporate Services and Governance and/or the Strategic Director, Economy, Innovation and Growth before making representations and certainly before attending the inquiry. If councillors present evidence on immaterial considerations there is a risk that the Council's case will be undermined.</p>	<p>and responsibilities.</p> <p>To reflect the current management structure and responsibilities.</p>
Regulatory Committee – Protocol on Good Practice Relating to Regulatory Matters			
226	<p>2. Key Principles</p> <p>2.3. The Strategic Director, Communities and Environment or the Strategic Director, Corporate Services and Governance are</p>	<p>2.3. The Strategic Director, Economy, Innovation and Growth or the Strategic Director, Corporate Services and Governance are available to give advice, prior to or at</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>available to give advice, prior to or at Committee meetings, on what might constitute valid grounds for refusing licence applications. (The Council is legally required to give reasons for decisions for refusing applications).</p>	<p>Committee meetings, on what might constitute valid grounds for refusing licence applications. (The Council is legally required to give reasons for decisions for refusing applications).</p>	
226	<p>3. What this Means for Councillors</p> <p>(i) You should always think carefully about how you deal with anyone who approaches you about a licence application. This may be an applicant, an objector, a supporter or someone simply requiring information about an application. It is always open to you to refer the person to the Strategic Director, Communities and Environment, and you would be well-advised to do this if you feel that anyone is trying to put you under undue pressure or influence you unfairly. In particular, you should not allow yourself to be pressured into giving an ‘instant opinion’ on the application.</p>	<p>(i) You should always think carefully about how you deal with anyone who approaches you about a licence application. This may be an applicant, an objector, a supporter or someone simply requiring information about an application. It is always open to you to refer the person to the Strategic Director, Economy, Innovation and Growth, and you would be well-advised to do this if you feel that anyone is trying to put you under undue pressure or influence you unfairly. In particular, you should not allow yourself to be pressured into giving an ‘instant opinion’ on the application.</p>	<p>To reflect the current management structure and responsibilities.</p>
226	<p>(ii) You should be particularly careful in dealing with any approaches you may personally receive from applicants. They may attempt to put pressure on you in order to secure some expression of commitment. Again, councillors should always refer the person concerned to the Strategic Director,</p>	<p>(ii) You should be particularly careful in dealing with any approaches you may personally receive from applicants. They may attempt to put pressure on you in order to secure some expression of commitment. Again, councillors should always refer the person concerned to the Strategic Director, Economy, Innovation and Growth.</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
227	<p>Communities and Environment.</p> <p>(v) If you are a member of the Regulatory Committee, you should not close your mind to the outcome of an application before it is considered by the Committee, or give the impression that you have done so, even though you may hold strong views about it. You should bear in mind that your ward colleagues who are not members of the Committee will be better placed to undertake this role. Similarly, if the question arises of writing letters of objection (or support) to the Strategic Director, Communities and Environment it would be more appropriate if these came from ward colleagues who are not on the Committee.</p>	<p>(v) If you are a member of the Regulatory Committee, you should not close your mind to the outcome of an application before it is considered by the Committee, or give the impression that you have done so, even though you may hold strong views about it. You should bear in mind that your ward colleagues who are not members of the Committee will be better placed to undertake this role. Similarly, if the question arises of writing letters of objection (or support) to the Strategic Director, Economy, Innovation and Growth it would be more appropriate if these came from ward colleagues who are not on the Committee.</p>	<p>To reflect the current management structure and responsibilities.</p>
Code of Conduct for Employees			
245	<p>5.2 Personal Interests</p> <p>5.2.4 Employees in certain services can occasionally be placed in a position where, within the normal scope of their duties, they may be faced with the problem of making official, professional decisions about matters in which they have a personal involvement. Examples of such employees and services are Building Control staff in Communities and Environment; Development Management staff in Communities and Environment; Lettings and Area Housing</p>	<p>5.2.4 Employees in certain services can occasionally be placed in a position where, within the normal scope of their duties, they may be faced with the problem of making official, professional decisions about matters in which they have a personal involvement. Examples of such employees and services are Building Control and Development Management staff in Economy, Innovation and Growth, Lettings and Area Housing staff in Housing, Environment and Healthy Communities; Domiciliary Care staff in Children, Adults and Families. The following general guidelines are issued for the assistance of employees to</p>	<p>To reflect the current management structure and responsibilities.</p>

Page	Previous Wording	Amended Wording	Reason
	staff in Community Based Services; Domiciliary Care staff in Care, Wellbeing and Learning. The following general guidelines are issued for the assistance of employees to avoid possible conflicts of interest.	avoid possible conflicts of interest.	
248	<p>6. Use of Confidential Information</p> <p>6.7 Employees should be made aware of the implications of the Data Protection Act 1984. Personal data (ie consisting of information about a living individual from which that individual can be identified) held on computing equipment, must be disclosed to persons or organisations who are not registered as receivers of such information. Contraventions of this Act can result in the Data Protection Registrar taking proceedings for prosecution of offences under the Act.</p>	<p>6.7 Employees should be made aware of the implications of the Data Protection Act 2018 and the General Data Protection Regulations and the restrictions these place of the use of personal data.</p>	To reflect current legislation requirements.
Protocol – The Role of the Monitoring Officer			
251	<p>Local Government Ombudsman</p> <p>4.4 The Service Director, Legal, Democratic and Property Services and the Customer Services Manager will inform the Monitoring Officer where it appears appropriate, of complaints which are being reviewed under the Council’s corporate complaints procedure or are being dealt with by the Local Government Ombudsman.</p> <p>N/A</p>	<p>4.4 The Service Director, Legal and Democratic Services will inform the Monitoring Officer where it appears appropriate, of complaints which are being reviewed under the Council’s corporate complaints procedure or are being dealt with by the Local Government Ombudsman.</p> <p>Insert the following:</p>	<p>To reflect the current officer structure and responsibilities.</p> <p>To ensure that the Monitoring Officer is fully</p>

Page	Previous Wording	Amended Wording	Reason
		<p data-bbox="913 199 1285 228">4.5: Housing Ombudsman</p> <p data-bbox="913 264 1778 483">The Service Director, Strategic Housing & Residential Growth will inform the Monitoring Officer where it appears appropriate, of complaints which are being reviewed under the Council's corporate complaints procedure or are being dealt with by the Housing Ombudsman. The Monitoring Officer will also be informed of issues relating to:</p> <ul data-bbox="913 528 1765 783" style="list-style-type: none"> • where the Housing Ombudsman has made a finding of maladministration (or appears likely to do so) • where the Housing Ombudsman suggests a local settlement • where there appears to have been a significant failing on the Council's part even if this does not amount to maladministration in the strict sense. 	<p data-bbox="1794 199 2056 300">advised Housing Ombudsman case outcomes.</p>
Part 6 – Councillors' Allowance Scheme			
275	N/A	To be updated to reflect the current allowances	To show current scheme.
Part 7 – Management Structure			
280	N/A	To be updated to reflect the current management structure	To show current structure.