

CONSTITUTIONAL REVIEW - MINOR TYPOGRAPHICAL CHANGES AND AMENDMENTS

Page	Reference	Change	Reason for change
Throughout		Be consistent with 'overview & scrutiny committee' or 'overview and scrutiny committee' Be consistent with 'h/she' or 'she/he' or 'he/she' Be consistent with bullets – a, b, c or i, ii, iii Be consistent with 'a relevant overview & scrutiny committee' and 'the overview & scrutiny committee'	Consistency
ARTICLE 6 – OVERVIEW & SCRUTINY COMMITTEE AND SUB-COMMITTEES			
12	6.03 v)	Line 1 – replace 'liase' with 'liaise'	Grammar
ARTICLE 8 – REGULATORY AND OTHER COMMITTEES			
16	Planning committee table	Point 1. Replace '3,500 ^{m2} ' with '3,500m ² ' on lines 5 and 7	Typo
18	Licensing committee table	Point 4. Amend first bullet to say "...in respect of a sports stadium..."	Typo
20	Disciplinary appeals committee table	Delete note on quorum.	Duplication
21	8.05	Heading – amend to say 'Role and functions'	Grammar
21	Audit committee table	Point 7. Amend to say 'Audit Commission'	Typo
ARTICLE 9 – STANDARDS COMMITTEE			
24	9.03	Heading – amend to say 'Role and functions'	Grammar
ARTICLE 10 – COMMUNITY COUNCILS			
26	10.02(b) table	Delete 'governor development service in the education department' and	Re-organisational change

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	point 17	insert 'council'.	
ARTICLE 12 - OFFICERS			
32	12.04	Amend heading to say 'Function of the chief finance officer'	Consistency
33	12.04(d)	Line 2 remove hyphen should say ' maladministration '	Style
ARTICLE 13 – DECISION MAKING			
36	Note 12	After (c) - (g) delete 'para 7.3'	Clarity
PART 3A: MATTERS RESERVED TO COUNCIL ASSEMBLY			
41	Part 3A	Amend numbering after first point 12	Typo
PART 3C: MATTERS RESERVED TO THE EXECUTIVE FOR COLLECTIVE DECISION MAKING			
52	Notes	Amend last sentence to say Part 3K:	Typo
PART 3F: MATTERS RESERVED TO THE PLANNING COMMITTEE AND COMMUNITY COUNCILS EXERCISING PLANNING FUNCTIONS			
57	Part 3F	Planning committee point 1. Replace '3,500 ^{m2} ' with ' 3,500m² ' on line 4	Typo
58	Part 3F	Community council's point 1. Replace '3,500 ^{m2} ' with ' 3,500m² ' on lines 4 and 5	Typo
PART 3H: MATTERS RESERVED TO COMMUNITY COUNCILS			
63	Part 3H	Point 1. Replace '3,500 ^{m2} ' with ' 3,500m² ' on lines 4 and 5	Typo
65	Part 3H	Amend numbering after point 10	Typo
65	Point 18	Delete 'governor development service in the education department' and insert 'council'.	Re-organisational change
65	Note (a)	Insert ' K ' after Part 3	Typo
65	Note (b)	Delete all after 'except that authority...'including the list of officers authorised to make prosecutions'.	Typo
PART 3J: MATTERS RESERVED TO THE DISCIPLINARY APPEALS COMMITTEE			
69	1.2	Line 2 should say ' unprofessional conduct '	Typo
PART 3L: LOCAL ACT FUNCTIONS			
73	London Local Authorities Act 1994	Under night café licensing, first bullet should say "night café licences "	Grammar
75	GLC (General Powers) Act 1972	This should say "Licences to erect scaffolding..."	Grammar
PART 3N: APPOINTMENTS TO OUTSIDE BODIES			
83	Browning	In the notes column, second line delete 'Two office representatives of the	Re-organisational change

Page	Reference	Change	Reason for change
	estate management board	housing department' and insert Two officer representatives'.	
COUNCIL ASSEMBLY PROCEDURE RULES			
95 – 96	Contents 3.10 4. 4.1 5.	Need to include 2.7 Proper officer shall make or terminate appointments if necessary Amend to say "Submission of members' motions on notice" Amend to say "Extraordinary meetings" Amend to say "Calling of extraordinary meetings" Amend to say "...and conferring the title of honorary alderman"	Omission Grammar " " Typo
111	2.4.1(j)	"The" to be in lower case - to say "the draft calendar..."	Style
112	2.4.1(k) 2.4.1(l) 2.4.1(m) 2.4.1(n) 2.4.1(o)	Delete " To " and amend to say "constitution of the voluntary..." Delete " To " and amend to say "establishment of the constitutional steering panel..." "The" to be in lower case and say " the appointment..." "Review" to be in lower case and say "review of the constitution;" Apostrophe after "s" in members therefore to say "consider the members' allowances scheme..."	Consistency
112	2.4.1	(j) to (m) to become bullet points and (n) to (q) to be renumbered as (j) to (m)	Typo
112	Footnote 23	Delete " of " after comprising amend to say "...was established comprising one independent..." Delete 'voluntary bodies appointments panel' and insert 'council'.	Grammar Clarity
113	2.5	Amend numbering after 2.5.3	Typo
116	3.6.2	Amend to say "... business ratepayers..."	Grammar
119	3.7.2	Delete 'persons or people' and insert 'a group of people '.	Clarify
119	3.7.4	First bullet – delete "an' and insert "a" to say "is a request from a group of people who have alternative..."	Grammar
122	3.8	Amend to say "Petitions to council assembly "	Consistency
122	3.8.2	Delete 'end' and insert ' date '	Typo
122	3.9.1	Delete " to " between 'duties' and 'or'. Amend final line to say "...duties or which affects Southwark."	Consistency
122	3.9.2	Delete 'three such parts' at end of second sentence and insert " up to three parts '.	Grammar
124 and	3.9.11 and	Delete " s " and amended notes to say "...Democrat, Labour, Conservative	Grammar

Page	Reference	Change	Reason for change
125	3.10.6	and independent members.”	
125	3.10.4	Delete ‘the council has a responsibility or which affects Southwark’ and insert ‘the council has powers or duties or which affect Southwark’ .	Consistency
126	3.12.1	Last sentence insert ‘or’ between ‘duties and ‘which’.	Typo
126	3.12.2 3.12.3	Line 2 insert apostrophe after members to say “members’ questions” Should say “Group leaders” rather than members.	Clarity
127	3.12.9	Should say “A group leader” rather than a member.	Clarity
127	3.13	Add ‘3.6’ after council assembly procedure rule 1.15	Consistency
127	Footnote 27	Delete ‘urgent’	Not required
128	5.2	Amend to say 5.2.1 and amend lines 5 to 7 to read “and who has rendered eminent service to Southwark as a past member of the council, and who is not then a councillor of the council...”	Grammar
128	7.	Amend to say “Members’ conduct”	Grammar
129	9.	Amend heading to say “...between a municipal election...” and line 1 to say “...elections are held, in the period...”	Typo
130	Appendix 1	In first paragraph, replace 3.6.5 with 3.6.3 and insert 3.7.4 In second paragraph – capitalisation of Adjudication Panel not consistent with rules	Clarity
COMMITTEES AND COMMUNITY COUNCILS PROCEDURE RULES			
133	1	Amend heading to “General procedures applying to all committees and community council meetings ”	Clarity
138	2.	Amend heading to “Appointment of members to committees ”	Clarity
139	3.1.1(b) 3.1.1(c)	Apologies to be in lower case Declarations to be in lower case	Style
139	3.2.1	Delete ‘displaced’ and insert ‘moved’ .	Clarity
140	4.1	Delete ‘persons or people’ and insert ‘a group of people’ .	Clarity
140	4.3(a)	Amend to say “...people who have alternative...”	Grammar
140	4.3(b)	Delete all after ‘which the’ and insert ‘ the council has powers or duties or which affects Southwark’ .	Consistency
142	4.14	Line 3 amend to say “to be brought forward...”	Typo
142	4.17	Amend heading to say “Deputations concerning licensing or planning applications” for consistency with text	Re-organisational changes
143	5.2	Last bullet point Insert ‘or duties’ at end of sentence.	Consistency

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143	5.4	Line 2 amend to insert “the”...shall be given to the chair.”	Typo
143	5.5	First bullet point delete all after ‘which the’ and insert ‘ council has powers or duties or which affect Southwark ’.	Consistency
143	5.5	Final bullet line 1 amend to say “...whether completed or not ...”	Typo
143	6.1	Amend line 1 to say “...elections are held, in the period...”	Typo
ACCESS TO INFORMATION PROCEDURE RULES			
144	1	At the beginning delete ‘These rules’ and insert ‘ Rules 1-11 ’ and at the end after ‘executive’ insert ‘ and its committees. Rules 12-19 apply only to the executive and its committees. ’	Clarity
144	5	Final line, delete “for” and insert ‘from.’ Amend to say “...inspection from the time...”	Typo
BUDGET AND POLICY FRAMEWORK PROCEDURE RULES			
157	2(d)	Line 3, delete ‘in principle’.	Clarity
159	3c)(iii)	Replace references to ‘executive’ with ‘ decision taker ’ on lines 8 and 10	Clarity
160	4a)	Final paragraph – should say “ committee’s ” on line 3	Grammar
160	5a) & b)	Delete all and insert ‘The rules on virements are set out in full in the financial standing orders.’	Grammar
EXECUTIVE PROCEDURE RULES			
161-170	Executive procedure rules	Paragraph numbering should be in bold	Consistency
161	1.1	Amend numbering after iii)	Typo
161	1.3	In second sentence, delete all and insert ‘The scheme of delegation is set out in part 3 of this constitution.’	
164	2.10.1	Delete ‘persons or people’ and insert ‘ a group of people ’.	Clarity
165	2.10.3(a)	Amend to say “...people who have alternative...”	Grammar
165	2.10.3(b)	Delete all after ‘which the’ and insert ‘ the council has powers or duties or which affects Southwark ’.	Consistency
165	2.10.3(g)	Amend to say “...whether completed or not) by...”	Typo
167	2.10.17	Amend heading to say “Formal communication of the executive’s decision”	Clarity
167	2.10.18	Amend heading to say “Deputations concerning licensing or planning applications”	Re-organisational changes
168	2.11.4	In first bullet point, delete all after ‘which the’ and insert ‘ the council has	Consistency

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		powers or duties or which affects Southwark’.	
168	2.11.4	Final bullet line 1, amend to say “...whether completed or not... ”	Typo
OVERVIEW AND SCRUTINY PROCEDURE RULES			
171	1.1	Remove hyphen. Amend to say ‘ coordinating ’ for consistency	Style
173	7.3	Delete ‘these representatives’ on second line and insert ‘ the representatives outline in 7.1 above ’.	Clarity
174	9.1	Remove hyphen. Amend to say ‘ coordinating ’ for consistency	Style
178	19.2	Line 5 – replace ‘director of finance’ with finance director ’	Re-organisational changes
OFFICER EMPLOYMENT PROCEDURE RULES			
210	2	In first line after ‘to appoint’ insert ‘ the head of paid service ’.	Clarity
211	4	After heading, add ‘This process is subject to the Local Authorities (Standing Orders) (England) Regulations.’	Clarity
212	8(b)	Amend numbering after (v)	Typo
213	10(c)	On line 3, after ‘Regulations,’ insert ‘the chief finance officer’.	Clarity
MEMBER AND OFFICER PROTOCOL			
221	10	Amend first sentence to insert “the”...coordinated through the organisational...”	Typo
222	13	Line 4 – delete “are” and insert “is”. Amend to say “...senior officers is set out...”	Grammar
222	13	At end delete ‘standing orders’ and insert ‘ constitution ’.	Clarity
225	34	Line 3 – delete comma between council and may	Style
226	43	First bullet – replace “are” with “ is ” and delete final ‘ s ’ on message	Grammar
227	52	Replace 6(1) with 6(a)	Style
228	54	Line 3 – replace “is” with “ are ” and add a full stop	Grammar
228	56	Line 4 – replace “advice” with “ advise ” Line 5 – replace “would” with “ will ”	Grammar
228	57	Line 3 – Officers to be in lower case Line 4 – replace “would” with “ will ”	Style Grammar
228	58	Line 7 – reference to business managers handbook should be to departmental schemes of management.	Re-organisational changes
229	65	Line 4 delete “ the ” between “in” and “part”	Typo
230	69	First line at end delete ‘they’ and insert ‘ s/he ’.	Clarity

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230	70	Line 4 – Add apostrophe after members. Amend to say “...members’ code...”	Grammar
COMMUNICATION PROTOCOL			
231	3	Line 1 – insert ‘ authority ’ after local	Clarity
231	3(2)	Line 1 – take ‘s’ off ‘regards’	Grammar
232	4	Final section of bullets – amend third to say “...those to whom...” and delete ‘a’ between political and party in fifth	Grammar
232	9	Last line – amend to say “...councillors or a group...”	Clarity
232	11	Replace ‘their position’ with ‘the position’	Grammar
232	12	Amend to say “...councillors’ proposals...”	Clarity
233	20	Line 4 – delete ‘s’ to say...will only relate...”	Grammar
234	21	Line 2 – insert comma after views	Grammar
234	23	Line 3 – replace question mark with a full stop	Typo
GLOSSARY OF TERMS FOUND IN THE CONSTITUTION			
244	Committees	In the second line, after ‘by law’ insert ‘or by local choice’.	Clarity
245	Member	Final line – should say ‘sub-committees’	Grammar
246	Political proportionality	Line 1 – delete ‘dictate’ and insert ‘require’. Line 2 – delete ‘must’ and insert ‘to’. Line 4 – after ‘executive’ insert ‘standards committee’.	Typo
247	Virement	Amend so in line with definition in financial standing orders.	Consistency
247	Working Day	Line 1 - Add at beginning ‘This applies to period of notice to be given for summoning a meeting or the submission of deputations, questions or motions.’ Delete – ‘Relevant to prior notice of decisions’. Insert – ‘For example, ...’ Add at end – ‘A working day means a period of 24 hours running from midnight to midnight.’	