

## Agenda item 7

### For decision – Amendments to the Constitution

Author: Laura Poulton, Democratic Services Administrator

#### Summary

The constitution is a living document that requires us to annually review it and make any necessary updates. It is recommended that Cllrs approve these changes and in so doing keep the Constitution up to date.

To view the current chapters that comprise FTC's Constitution please click [here](#). Chapter 2 Standing Orders and Chapter 3 Financial Regulations have been recently updated.

All remaining chapters have been reviewed and no meaningful changes are proposed. We have amended the formatting and ensured that where appropriate the correct committee is referenced. In addition, any information that is no longer relevant or redundant has been removed.

Chapter 10 Health and Safety Policy and Chapter 12 Risk Management Strategy are currently being re written and will be brought to a future meeting for approval.

If you would like to view a copy of any of the chapters showing the track changes, please contact me in advance of the meeting for a copy. Otherwise each of the updated chapters can be viewed below:

[Appendix 2 – Chapter 1, Introduction](#)

[Appendix 3 – Chapter 4, Staff Handbook](#)

[Appendix 4 – Chapter 4a, Organisational Change Policy](#)

[Appendix 5 – Chapter 5, Training Statement of Intent](#)

[Appendix 6 – Chapter 6, Civic Protocol](#)

[Appendix 7 – Chapter 7, Councillor and Staff Protocol](#)

[Appendix 8 – Chapter 8, RFO Protocol](#)

[Appendix 9 – Chapter 9, Councillors Code of Conduct](#)

[Appendix 10 – Chapter 11, Corporate Governance Policy](#)

[Appendix 11 – Chapter 13, Accessibility Policy](#)

[Appendix 12 – Chapter 14, Information Policy](#)

[Appendix 13 – Chapter 15, Publication Scheme](#)

[Appendix 14 – Chapter 16, Community Engagement Strategy](#)

[Appendix 15 – Chapter 17, Media Communications Policy](#)

[Appendix 16 – Chapter 18, Child and Vulnerable Adult Protection](#)

#### Recommendation

Approve the updated version of each Constitution chapter (as listed above)