

## Agenda item 3

### For decision: Amendments to Constitution Chapters

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#### Summary

The constitution is a living document and we review it annually. 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.

#### Chapters proposed for adoption

The following chapters have been reviewed and other than re-formatting there are no meaningful changes proposed. Please click on the hyperlinks below to view the proposed chapters for adoption.

[Chapter 1 – Introduction to the Constitution](#)

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

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

[Chapter 6 – Civic Protocol](#)

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

[Chapter 8 – RFO Protocol](#)

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

As part of the Volunteer Frome project, a new chapter 19 on Volunteer Policy is proposed and this is the subject of the next item on this agenda.

#### Chapter 4 Staff Handbook

HR procedures are being reviewed at present and the proposal is to delegate the responsibility for adopting the Staff Handbook to the Council Matters Committee meeting on 1 November when a broad discussion on staff matters is planned.

#### Chapters proposed for adoption at a future Council meeting

The following chapters will be reviewed soon and will be tabled for adoption at a future meeting of Council:

Chapter 10 – Health, Safety and Welfare

Chapter 11 - Corporate Governance Policy

Chapter 12 – Risk Management

Chapter 13 - Accessibility

Chapter 14 – Information

Chapter 15 – Publication Scheme

Chapter 16 – Community Engagement Policy  
Chapter 17 – Media Communications Protocol  
Chapter 18 – Child and Vulnerable Adult Protection Policy

#### Recommendations

1. Approve the updated version Constitution chapters 1, 4a, 5, 6, 7, 8, 9.
2. Delegate the responsibility for adopting Chapter 4 Staff Handbook to the Council Matters Committee meeting on 1 November 2017