

APPENDIX 4 - CONSTITUTION – CHANGE LOG – MAY 2015 ONWARDS

| AMENDMENT | DATE ACTIONED |
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| Part 6 – Executive Function Rules | 20 May 2015 |
| Appendix 2 – Committee Membership | 20 May 2015 |
| Part 8 – Officers Rules and Procedures | 25 May 2015 |
| Part 9 – Councillors | 25 May 2015 |
| Part 5 – Terms of Reference | 14 July 2015 |
| Part 8.2 – Officer Employment Rules | 14 July 2015 |
| Part 9 – Members Allowances | 6 August 2015 |
| Part 2 – Articles 6 and 11 | 13 October 2015 |
| Part 5 – Personnel Committee | 13 October 2015 |
| Part 7 – Resources Scrutiny Committee and Decisions not subject to call-in | 13 October 2015 |
| Part 9 – Members Allowances | 13 October 2015 |
| Part 2 – Articles 11 and 14 | 22 March 2016 |
| Part 8 – Contents (page numbers) Part 8.1 – Delegation to Officers Part 8.2, para 6.3 (typo) | 22 March 2016 |
| All parts updated following amendments to committee structure, councillors' allowances' scheme, contract standing orders, call-in rules of procedure and annual appointments to committees/advisory bodies, including some minor amendments. | 9 June 2016 |
| Appendix 2 – Changes to committees | 1 July 2016 |
| Part 4.2, paragraph 24 (Recording meetings) Part 5.2, paragraph 26 (Recording meetings) Part 6.2, sub-paragraph 1.9 (Recording meetings) Part 6.4, sub-paragraph 11.2.1 (Publicity – key decisions) Part 9.2, Annex 3, sub-paragraph 3.7 (Arrangements for dealing with members' Code of Conduct complaints) Appendix 2 (Committee Membership) | 18 October 2016 |
| Part 6 – THE EXECUTIVE FUNCTIONS, RULES AND PROCEDURES Annex A – Members of the Executive | 12 May 2017 |
| Appendix 1 – Register of Members | 1 June 2017 |
| Appendix 1 Register of Members, Appendix 2 – Membership of Cttee's Appendix 3 – Structure chart | 25 July 2017 |
| Appendix 2 – Membership of Cttee's | 10 August 2017 |

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| Part 9 – Members Allowance Scheme | 11 September 2017 |
| Part 8 – Officer delegations | 12 January 2018 |
| Appendix 2 – Membership of Cttee's Appendix 3 – Structure chart | 12 April 2018 |
| Part 8 – Officer delegations | 24 April 2018 |
| Part 9 – Member Allowance Scheme | 24 April 2018 |
| All parts – removed reference to Shepway District Council | 24 April 2018 |
| Part 9 – Member Allowance Scheme p.9/81 | 30 August 2018 |
| Appendix 3 – Management Structure | 24 October 2018 |
| Part 8 – Officer delegations | 21 January 2019 |
| Part 9 – Member allowance scheme | 3 April 2019 |
| Appendix 1 – Register of Members | 7 May 2019 |
| Appendix 2 – Membership of Cttee's | 23 May 2019 |
| Part 6 – Executive Functions, rules and procedures | 23 May 2019 |
| Part 6 – Executive Functions, rules and procedures | 24 May 2019 |
| Part 10 - Financial Procedure Rules, Contract Standing Orders and Auditing the Council' | 2 July 2019 |
| Part 4 (paragraph 12.6) – as per motion at Council on 25 September 2019 | 27 September 2019 |
| Part 5 (paragraph 6.2) – as per motion at Council on 16 October 2019 | 17 October 2019 |
| Appendix 1 and 2 – Change of name (Cllr Keutenius, formerly Dorrell). | 27 November 2019 |
| Part 10 – Contract Standing Orders | 24 December 2019 |
| Part 6 – Cabinet Membership Appendix 2 – committee membership | 1 February 2020 |
| Part 6 – Cabinet Membership | 19 February 2020 |
| Appendix 2 - Committee membership | 1 June 2020 |
| Appendix 3 – Management structure | 2 June 2020 |
| Part 8 – officer delegations | 5 June 2020 |
| Appendix 2 – Membership of Cttee's | 3 July 2020 |
| Part 8 – officer delegations | 28 September 2020 |
| Part 7 – Overview and Scrutiny rules Part 2 – Articles of the constitution Appendix 2 – membership of Committees | 7 October 2020 |
| Part 9 – Code of Conduct complaints | 30 November 2020 |
| Part 10 – Contract Standing Orders | 24 December 2020 |
| Part 7 – Update to Overview and Scrutiny Terms of Reference | 7 January 2021 |
| Part 12 – removal of reference to East Kent Housing joint arrangements and part 6 (Executive delegations to East Kent Housing) | 2 February 2021 |

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| Part 10 – Financial Procedure rules - minor updates to reflect current legislation and regulations. | 22 April 2021 |
| Part 7 – Overview and Scrutiny Terms of Reference (update following agreement at Annual Meeting of the Council) | 7 May 2021 |
| Appendix 2 – update to Cttee Membership (following changes at Annual Meeting of the Council) | 7 May 2021 |
| Part 2 Article 4 – addition of policies and strategies into the Policy Framework (following decision at Annual meeting of the Council) | 7 May 2021 |
| Part 10 – Financial Procedure rules Update to the Contract Standing orders to include the reference to the specific changes such as Find A Tender Services (FTS) and the deletion of reference to Light Touch Regime (LTR), which not applicable anymore post Brexit, as tenders are no longer published on OJEU for the cross-border interest. | 20 May 2021 |
| Part 9 – Councillors, Appendix 1 Table of Allowances updated to reflect increase in figures applicable from April 2021 based on September 2020 CPI index | June 2021 |
| Part 10 - Financial Procedure rules – removal of references to ‘Heads of Service’, to reflect current structure of Council | 16 September 2021 |
| Part 6.1 – Annex B – change to leader’s delegations (Cabinet Member for Digital Transformation has taken on Transport). | 17 September 2021 |
| Part 10 – Contract Standing orders – statutory update to financial thresholds, to take effect 1 Jan 22 | 23 December 2021 |
| Part 6 – Cabinet Member responsibilities (Leader taking on Planning policy and Cabinet Member for the District economy taking on communications and PR, WEF 1 Jan 22). | 4 January 2022 |
| Appendix 3 – update to Management structure | 1 April 2022 |
| Part 9 – uprating of Member allowances | 4 April 2022 |
| Part 8 – changes to officer delegations, to reflect changes to organisational structure | 25 April 2022 |
| Part 2 and Part 4 – Update to policy framework following Annual Council meeting (addition of various policies and removal of Budget Strategy and Treasury | 5 May 2022 |

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| Management Strategy) | |
| Part 2/27, para 11.1.2(a) – update to Chief Officer titles | 5 May 2022 |
| Part 5, Personnel Terms of reference updated following approval at Annual meeting | 5 May 2022 |
| Appendix 2 – committee membership updated to reflect changes made at Annual meeting | 5 May 2022 |
| Parts 2 and 4 – update to the Policy framework to remove references to outdated policies (Crime & Disorder Reduction Strategy; the Drugs & Alcohol Strategy and the Sustainable Community Strategy) | 14 June 2022 |
| Part 10 – Contract Standing Orders – two minor amendments (one a correction, the other updated wording without operational change) | 10 Jan 23 |
| Appendix 2 – Management Structure. Updated to reflect organisational changes | 24 Jan 23 |
| Part 8 – update to officer delegations to reflect officer and officer structural changes | 16 May 2023 |
| Part 6 – Cabinet Members – altered to reflect names of new cabinet members and their new portfolios Appendix 2 – List of cttee appointments – altered to show changes made at Annual meeting Appendix 1 – Register of Members | 25 May 2023 |
| Appendix 2 – change to P&L membership | 26 May 2023 |
| Part 6 – change in Cabinet Member title (The Cabinet Member for Climate Change and Transport renamed to Climate, Environment and Bio Diversity) | 30 May 2023 |
| Appendix 2 - Further changes to cttee membership (changes to A&G, OSC and P&L membership for the green group) | 1 June 2023 |
| Part 6 – change to 2 x cabinet responsibilities and 1 change to membership | 1 June 2023 |
| Appendix 2 – Changes to cttee membership (OSC and A&G) | 18 July 2023 |
| Appendix 2 – Management Structure. Updated to reflect organisational changes | 4 August 2023 |
| Part 10.2 - Contract Standing orders update to the CSOs following PPN 11/23 . | 12 January 2024 |

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| Part 9 0 – member allowances (uprated for new financial year) |
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| 2 April 2024 |
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