

RECENT UPDATES TO THE CONSTITUTION

PAGE & PARA NO.	ISSUE	DATE OF COUNCIL MEETING	SUMMARY OF CHANGES
Part 6	Members Allowances	15/04/24	Uplifted agreed of 4.04%.
Part 4	Scrutiny and other constitutional changes	15/04/24	Changes to scrutiny panels, constitutional changes such as closure motions, scrutiny rules procedure, Individual Executive Decisions and other administrative amendments.
Part 2	Environment Forum	15/05/24	Agreed to abolish the Environment Forum.
Part 6	Members Allowances Scheme	10/05/23	Uplifted agreed of 4.04%.
Part 2 Chapter 2.7	Staff Forum/JCGT forum	16/11/22	Agree to abolish the Staff Forum and to delegate authority to the Director of Law and Governance to make any necessary consequential changes to the Constitution to effect this change.
Part 2 & 3	Committee structure and review of Scrutiny	01/07/20 (Annual Council)	New committees and scrutiny panels structure Scheme of Delegation
All	Constitution Review (Revised Constitution to apply following Annual Council)	26/02/20	Full review incl. phase 1 & 2 review amendments
Part 2 Chapter 2.7	Housing Board	18/09/19	Change to a new group called the Housing Advisory Group with revised Terms of Reference
Part 2 Chapter 2.7	Audit and Risk Management Committee	10/07/19	Amended membership to be a committee of nine
Part 4	Rules of Procedure:	08/05/19	Amendments to: Council Procedure Rules Scrutiny Call-in criteria Cabinet deputations Operating Rules of Committees
Part 2 Chapter 2.7	Regulatory and Consultative Committees	08/05/19	Introduction of a standard Terms of Reference Template
Part 2 Chapter 2.7	Enfield Health and Wellbeing Board	19/07/18	Amended Terms of Reference
Part 2 Chapter 2.7	Member Governor Forum	19/07/18	Amended Terms of Reference
Part 4 Chapter 4.9	Contract Procedure Rules	22/11/17	Amended Contract Procedure Rules
Part 5	Members Code of	22/11/17	Amended Councillor Code of

Chapter 5.1	Conduct – Review of Procedure for Handling Complaints against Elected and Co-opted Members		Conduct procedures, and to include the procedure for hearing complaints.
Part 2 Chapter 2.4 And Part 3 Page 3-3	Council functions	06/04/17	Term 'Big Decisions' removed from text of Purpose and Functions of Full Council Authority delegated to Monitoring Officer to make minor and/or necessary changes to the Constitution, including administrative changes and those required by law.
Part 2 Chapter 2.7	Enfield Health and Wellbeing Board	13/07/16	Amended Terms of Reference
Part 2 Chapter 2.7	Public Transport Consultative Group	13/07/16	Amended Terms of Reference
Part 4 Chapter 4.1	Council Procedure Rules	08/06/16	Amended Rules of Procedure for Council meetings
Part 2 Chapter 2.7	Audit Committee	23/03/16	Name change and amended Terms of Reference
Part 2 Chapter 2.7	Housing Board	23/03/16	Amended Terms of Reference
Part 2 Chapter 2.7	Corporate Parenting Board	28/01/16	Amended Terms of Reference added to Constitution
Part 6	Members' Allowance Scheme	24/06/15	Amendment to Schedule 1 to reflect the change in governance arrangements relating to administration of the Pension Fund
Chapter 4.12	Officer Employment Procedure Rules	24/06/15	Changes to statutory dismissal procedures for Heads of Paid Service, Monitoring Officers and Section 151 Finance Officers
Chapter 2.7	Appointments Panel	25/03/15	Amendment to Terms of Reference of Appointments Panel
Chapter 4.12	Officer Employment Procedure Rules	25/03/15	Updated Procedure Rules relating to officer appointments
New Chapter 5.6	Member Appointment Panel Protocols	25/03/15	Protocol added to the Constitution
Chapter 2.7	Establishment of the Child Sexual Exploitation and Associated Risks to Children & Young People Task Group	25/03/15	Introduction of Task Group and terms of reference
Chapter 2.7	Establishment of the Pension Board and Pension Policy & Investment Committee	25/03/15	Introduction of new pension governance structures further to the Public Service Pensions Act 2013.
Chapter 4.1	Council's filming policy	25/03/15	Amendment to policy and

Page 4-25			administrative change to cross-references within Constitution
Chapter 4.9	Contract Procedure Rules	25/02/15	Amended Contract Procedure Rules
Chapter 2.7 Page 2-52	Schools Forum -Amended Terms of Reference	28/01/15	Amended Terms of Reference for Schools Forum
Chapter 2.7	Health & Wellbeing Board changes to membership and Terms of Reference	19/11/14	Vice-Chair position, non-voting members added, alteration of Cabinet Member representatives, amendments to Terms of Reference
Chapter 2.7	Establishment of Remuneration Committee	19/11/14	Establishment of a Remuneration Committee as a freestanding committee appointed by Council. Amendments to Audit Committee Terms of Reference, to reflect the change.
Chapter 4.1 Page 4-9	Council Procedure Rules	08/10/14	To extend the list of members that Council Question can be addressed to include Associate Cabinet Members and amending the list of outside bodies on which questions can be addressed to members serving on them.
Chapter 2.7 Page 2-26	Audit Committee - Amended Terms of Reference	16/07/14	Amended Terms of Reference for Audit Committee
All	Amendments arising from the change in the Council's political management and member engagement structure	16/07/14	Replacement of the previous scrutiny structure with a model focussed on a single Overview and Scrutiny Committee, and workstreams. Replacement of the previous Area Forum model for member engagement with a more localised ward based approach. Introduction of 3 new Associate Cabinet Member positions.
Chapter 4.1 Page 4-10	Council Procedure Rules	11/06/14	To change deadline for submission of written motions to Council, from 8 to 12 calendar days
Part 6 Schedule 1	Members' Allowances Scheme	11/06/14	Members Additional Allowances for 2014/15
Chapter 2.7 Page 2-29	Audit Committee - Amended Terms of Reference	11/06/14	To incorporate the remit for the Remuneration Sub Committee within the Terms of Reference for Audit Committee
Chapter 2.7 Page 2-59	Tourism & Town Twinning Working Party - Amended Terms of Reference	11/06/14	To reduce the membership from 6 to 5 members and allocating according to the principles of political proportionality

Chapter 2.7 Page 2-47	Members and Democratic Services Group - Amended Terms of Reference	11/06/14	To remove the requirement for the Chair of Overview & Scrutiny Committee to also chair Members and Democratic Services Group
Chapter 5.2	Planning Committee Code of Practice	11/06/14	Amendments to take account of the Planning Advisory Service review recommendations
Chapter 2.7 Page 2-50	Planning Committee - Amended Terms of Reference	11/06/14	To reduce the membership of Planning Committee from 15 to 12 members
Chapter 4.1 and 4.7 Page 4-20 and 4-75	Amended regulations introduced by DCLG	26/02/14	Requirement that a recorded vote be taken in respect of the Council's substantive budget setting motion and any amendments proposed to it.
Chapter 2.7 Page 2-33	Councillor Conduct Committee – Terms of Reference	29/01/14	Provision for substitute members on the Councillor Conduct Committee
Chapter 4.1 Page 4-17 to 4-19	Council Procedure Rules	29/01/14	Amendments to the procedure for dealing with Opposition Priority Business
Chapter 5.5 Page 5-83 to 5-96	Protocol for Member/ Officer Relations	29/01/14	Updated version.
Chapter 2.4 and Chapter 2.6	Local Authorities (Functions & Responsibilities) Order 2000 – establishment of companies	27/11/13	Establishment of any companies or trusts removed as a matter reserved for Council and agreed as an executive decision for Cabinet.
Chapter 4.11 Page 4-157 to 4-169	Property Procedure Rules	27/11/13	Revised Property Procedure Rules
Chapter 5.1 Page 5-13 to 5-18	The Code of Conduct for Members of LB Enfield	27/11/13	Reviewed procedure for dealing with complaints against councillors and co-opted members
Chapter 2.5 Page 2-11 to 2-22	Role and function, Health Scrutiny	09/10/13	Revisions including revised Terms of Reference for Health & Wellbeing Scrutiny Panel further to Health and Social Care Act 2012
Chapter 4.6 Page 4-61 to 4-74 Chapter 2.3 Page 2-5 to 2-6	Access to Information Rules and Citizens' Rights	09/10/13	Amendments resulting from the making of new Regulations relating to: Executive meetings, publication of documents and access to them by the public, councillors, and scrutiny members
Chapter 4.1 Page 4-25 Chapter 4.2 Page 4-29 Chapter 4.3	Policy on Filming at Council Meetings	09/10/13	Policy adopted relating to the filming of any Council, Cabinet, Scrutiny, Area Forum, or other Committee meetings

Page 4-51 to 4-52 Chapter 4.4 Page 4-57 Chapter 4.5 Page 4-60			
Chapter 5.1 Page 5-8 and 5-12	Code of Conduct for Members of LB Enfield	17/07/13	To amend the Member Code of Conduct
Chapter 2.7 Page 2-33	Councillor Conduct Committee Terms of Reference	17/07/13	To amend the Terms of Reference of Councillor Conduct Committee
Chapter 2.7 Page 2-36	Health and Wellbeing Board	27/03/13	Inclusion of the Health and Wellbeing Board within the Regulatory & Consultative Committees
Chapter 4.9 Page 117 onwards	Contract Procedure Rules	30/01/13	To incorporate the redrafted Contract Procedure Rules into the Constitution
Chapter 4.8 Page 4-78 to 4-116	Financial Regulations	04/07/12	To incorporate the redrafted Financial Regulations into the Constitution
Chapter 5.1 Page 5-3 to 5-15	Code of Conduct for Members	04/07/12	To incorporate the new Code of Conduct for Councillors into the Constitution
Chapter 2.7 Para 9 Page 2-37	Councillor Conduct Committee established to replace Standards Committee	28/03/12 (and procedures to be considered 04/07/12)	To set up a Councillor Conduct Committee (to replace Standards Committee – deleted from Constitution) to deal with policy, complaints against councillors and issues concerning the Members' Code of Conduct.
Part 1 Page 1-6	Summary of Political Management Structure	Annual Council 09/05/12	Updated for 2012/13 municipal year
Chapter 2.7	Admissions Forum deleted from Constitution	N/A	Administrative change as this Forum ceased to exist (Education Act 2011)
Chapter 2.7	Complaints Against the Curriculum Panel deleted from Constitution	N/A	Administrative change as this Panel ceased to exist (Government has or is about to remove responsibility)
Chapter 2.7	Education Standards Forum deleted from Constitution	N/A	Administrative change as this Forum ceased to exist
Chapter 2.7	Parents Forum deleted from Constitution	N/A	Administrative change as this Forum ceased to exist
Chapter 2.7 Para 30 Page 2-53	Amended Terms of Reference for the Schools Forum	28/03/12	Amendments to Terms of Reference to reflect new regulations confirmed by Department for Education.
Chapter 2.4	The Council's Policy	25/01/12	The Concessionary Travel policy

Page 2-8	Framework		added to the list of the strategies and policies of the Council.
Chapter 2.7 Para 21 Page 2-46	Name and Terms of Reference, Member & Democratic Services Group	09/11/11	Change of name from Governance Review Group, and reviewed Terms of Reference
4.1 Para 12.6 & 12.10 Page 4-12 & 4-15	Changes to rules of debate, Council Procedure Rules	09/11/11	When a member may speak again; points of order and personal explanation.
4.1 Para 12.5 Page 4-12; 4.2 Para 9 Page 4-31; 4.5 Para 7 Page 4-57	Time limit of members speeches at meetings	09/11/11	To extend provision to all committee meetings. To be included within Chapters 4.2 (Scrutiny Procedure Rules) and 4.5 (Operating rules for Committees) – Content/length of speeches
4.2 Para 3 Page 4-26	Use of substitute members for the Overview & Scrutiny Committee (OSC)	09/11/11	Use of substitutes will be permitted for OSC in certain circumstances.
Part 2 Para 4.2 2-8	Updating of Policy Framework	N/A	Administrative update.
Para 5 2-33	Audit Committee Terms of Reference	06/07/11	Amendment to Audit Cttee Terms of Ref: establishment of Remuneration Sub-Committee.
2-59	Standards Committee independent members	04/05/11	Membership decrease in the light of the Localism Bill
2-20 & 2-40	Overview & Scrutiny Committee	04/05/11	Extending the role of the Chairman of Overview & Scrutiny Committee.
2-13 & 5.4	Remits of Scrutiny Panels	04/05/11	Number, names, and remits updated.
2-71 to 2-75	Management Structure – Chief Officers	N/A	Administrative update.
Part 1 1-6	Summary of Political Management Structure	N/A	Administrative update.
4-126 to 4-133	Property Procedure Rules	06/04/11	Rules updated.
2-32	Area Forums arrangements	06/04/11	Updated clusters of wards following Area Forum Review.
5.2, (12) pages 5-21 to 5-46	Planning Committee, Code of Practice	02/03/11	Protocols added to Code of Practice for Planning Committee.
4.9	Contracts Procedure Rules	02/03/11	Rules updated and amended.
2-33	Audit Committee	02/03/11	Amendments to the Composition of the Committee

2-33 & 2-34	Audit Committee	10/11/10	Change to Terms of Reference
4.21	Council Procedures	10/11/10	Amendments to Reports to Council
4.16	Council Procedures	22/9/10	Amendments to Opposition Business arrangements
3.3 to 3.7	Responsibilities for Functions	31/3/10	Amendments made
4.2 to 4.5	Council Procedures	31/3/10	Amendments to Annual meetings and Ordinary meeting procedures
2-81	Description of Arrangements	31/3/10	Extra Point added
2-23 to 2-24 (para 6.1, 6.2 and 6.3)	Role of The Cabinet	31/3/10	Amendments to procedures and additional paragraph added to 6.1
2-22	Chapter 2.5 Scrutiny	31/3/10	Added new section: 5.16- Statutory Scrutiny Officer
2-9 to 2-10(4.3 (6) & 4.3 (17)	Functions of the Full Council	31/3/10	Amendments to procedures
1-2 (para: 1.3)	Summary & Explanation	31/3/10	Amendments to procedures
2-59	Standards Committee	24/2/10	Amendments to the Composition of the Committee
2-35	Community Housing Partnership Boards	11/11/09	Removal of the Community Housing Partnerships from the Council's Constitution
4-14 to 4-15 (paras: 13.1, 13.2 & 13.3)	Changes to Council Meeting procedures relating to Opposition Business	11/11/09	Amendments to procedures
4-14 (para:12.12)	Changes to Council meeting procedures relating to Rules of Debate	11/11/09	Amendments to procedures relating to Closure Motions
Chapter 4.9	Contracts Procedure Rules	11/11/09	Rules updated and amended.
2-68	Tourism & Town Twinning Working Party	01/07/09	Change to name of Working Party
2-46	Members Services Working Group	01/07/09	Merged with the Constitution Review Group to become the Governance Review Group. Terms of Reference merged.
2-45	Local Joint Group	01/07/09	New arrangements following the abolition of the Local Joint Group as a standing body.
2-44	Licensing Panel	01/07/09	Removal of the title 'Licensing Panel'. All licensing matters will continue to be discharged by the Licensing Committee.
2-39 to 2-40	Governance Review Group	01/07/09	Constitution Review Group merged with the Members Services Working

			Group to become the Governance Review Group. Terms of Reference merged
2-35 to 2-36	Conservation Advisory Group	1/07/09	Amendments to nominated voting groups
4-14 to 4-16	Changes to Council meeting procedures relating to Opposition Business	01/04/09	Amendments to procedures.
4-36 to 4-37	Scrutiny Rules of Procedure: Councillor Call for Action – new procedure	01/04/09	New procedure, as required by the Local Government and Public Involvement in Health Act 2007.
4-33	Call in procedures	12/11/08	Revised procedure when Cabinet is decision maker.
4-12	Standards Committee Independent Members – Council meeting procedures	12/11/08	Revised procedure.
4-11	Council meeting procedures – content / length of speeches and speakers	12/11/08	Revised procedure.
Chapter 5.2	Planning Committee Code of Practice	12/11/08	Code revised to reflect the new Councillors' Code.
2-61 to 2-68	Standards Committee & Sub Committees - Terms of Reference	17/09/08	Revised Terms of Reference to comply with the Local Government & Public Involvement in Health Act 2007.
1-6	Political Management Structure	07/05/08	Updated for 2008/09 municipal year.
1-3 & 2-13	Remits of Scrutiny Panels	07/05/08	Names and remits of Scrutiny Panels updated.
2-25	Chapter 2.7 contents list	07/05/08	List of Regulatory and Consultative Committees and Panels updated.
2-42	Housing Services Board	07/05/08	Membership and Terms of Reference added.
Chapter 2.9	Officers / management structure	N/A	Post titles, functions and areas of responsibility updated.
4-12	Council meeting procedures	07/05/08	Rules re Amendments to motions clarified
4-130/1	Appointments Panel	26/03/08	Reduction in membership.
4-123	Property Procedure Rules	26/03/08	Revised rules.
Chapter 5.3	Licensing & Gambling Code of Practice	23/01/08	Additional chapter.
4-89	Contract Procedure Rules	23/01/08	Clarification of Director, F&CR and Head of Corporate Procurement roles.
4-14	Council procedures	23/01/08	Opposition Business arrangements.
2-60	Standards Committee	23/01/08	Increased membership.

2-40	Green Belt Forum	07/11/07	Revised arrangements.
2-55	Schools Forum Terms of Reference	07/11/07	New arrangements following the abolition of School Organisation Committees.
2-16	Health Scrutiny Panel Terms of Reference	27/06/07	An additional power.
Chapter 4.10	Partnership Procedure Rules	27/06/07	Rules to be included in the Constitution.
Chapter 4.9	Contracts Procedure Rules	27/06/07	Rules updated and amended.
6-6	Rates of Subsistence Allowance	Effective from 01/04/07	Rates updated.
6-4	Schedule of Members' Allowances	Effective from 01/04/07	Schedule updated.
2-53	School Appeals Panel	21/02/07	Amended arrangements re appointment of independent School Appeals Panel members
4-9	Questions to Council	21/02/07	Requirements re submitting an urgent question to Council
2-33	Audit Committee	24/01/07	Audit Committee be required to produce an Annual Report
2-61	Standards Committee	24/01/07	Revised Terms of Reference
2-65	Directors' titles and remits	N/A	Amendments to Directors' titles and responsibilities
Part 6	Members' Allowances	28/06/06	Updated contents
2-47	Pension Board and the Investment Committee	28/06/06	New structure and Terms of Reference
G1 – G4	Glossary of Terms	N/A	Updated contents
4-68 – 4-84 Chapter 4.8	Financial Regulations	N/A	Updated contents
4-53 – 4-62 para 10.4	Meaning of exempt information	N/A	Amendments to reflect the substitution of Schedule 12A of the Local Government (Access to Information) (Variation) Order 2006
2-25 – 2-62 Chapter 2.7	Regulatory and Consultative Committees and Panels	24/05/06	Amendments to memberships, numbers, and political proportionality

1-6 structure	Cabinet Member portfolios	N/A	Amendments to titles and remits of Cabinet portfolio-holding members
1-3 para 1.4 1-6 structure 2-13 para 5.4 2-20 para 5.13 2-21 para 5.14	Scrutiny Panel remits and membership	N/A	Amendments to titles and remits of the 6 Scrutiny Panels
5-51 to 5-70 Chapter 5.5	Guide to Members Participating in Outside Organisations	N/A	New chapter added to Constitution.
5-71 to 5-86 Chapter 5.6	Guide to Officers Participating in Outside Organisations	N/A	New chapter added to Constitution.
2-37	Electoral Review Panel	N/A	Inclusion of a Panel inadvertently omitted from Constitution.
2-33	Community Housing Partnership Boards	22/02/06	Amendment to composition of Boards that Vice Chairman be elected from amongst the tenant representative membership each year.
2-43 to 2-49	Member Governor Forum	22/02/06	Amended Terms of Reference.
2-50 to 2-53	Schools' Forum	22/02/06	Amended Terms of Reference.
2-54 to 2-58	Staff Forum / Joint Consultative Group for Teachers	22/02/06	Merged Terms of Reference.
4-82 to 4-91 Chapter 4.9	Contract Procedure Rules	22/02/06	Revised Contract Procedure Rules to be implemented with effect from 1 April 2006.
2-34 & 2-35	Conservation Advisory Group – membership and terms of reference	28/09/05	Amendment to membership to allow two additional members to be co-opted and amendment to terms of reference to reflect the input of CAG to the Enfield Design Awards etc.
2-41 & 2-42	Licensing Committee - membership	28/09/05	Suspension of requirements that: (a) membership of the Sub Committee should include the member of the full Licensing Committee appointed as chairman or one of the two members appointed as vice-chairman; and (b) that the chairman of any particular Sub Committee to be drawn from the Licensing Committee's chairman or vice-chairmen.
