

Appendix 7

Review of Appendices

Appendix	Detail	Recommendation
A	Cabinet Member and Officer Portfolios	DELETE: Whilst this is a really useful document for officers and members it does not add anything of value to the constitution and is regularly out of date. Recommend that this is kept as a working document on the intranet for members and officers but that it is removed from the constitution
B	Committee Membership	DELETE: All of the information in this document is available on the website. Recommend that a hyperlink to the information is contained within the constitution and that the appendix is deleted.
C	Policy Table	DELETE: This document purports to be the council's policy framework however, the definition of policy framework is specific and does not constitute all the policies listed. Having a policy register is a matter of good governance and the council should strive to keep this document updated and available via the intranet. However, links to the documents which actually make up the policy framework can be included within the text of the constitution (Part 4G Budget and Policy Framework Rules) which would then enable this document to be deleted.
D	Protocol for Sub-delegation	ALREADY DELETED - Deleted as a result of previous amendments – now forms part of Part 3E
E	Functions and Responsibilities	DELETE - This document is missing and appears to have been for some time – recommend it is deleted
F	Statutory and Proper Officer Appointments	ALREADY DELETED - Deleted as a result of previous amendments – now Part 3F
G	Motion Flowchart	RETAIN – updated version was approved by Council June 23
H	Petition Scheme	RETAIN – CWG to carry out review to ensure fit for purpose
I	Gateway Protocol	RETAIN – CWG carry out review to ensure fit for purpose
J	Order of Precedence	RETAIN
K	Guidance on recording meetings	RETAIN – updated version approved by Council June 23

L	Local Government Act 1972 Exempt Information	DELETE - This is an extract of the legislation and serves no purpose as an appendix – recommend it is deleted
M	Guide to recording and publishing officer decisions	RETAIN – CWG to carry out review to ensure fit for purpose
N	Diagram of the decision making process	RETAIN – CWG to carry out review to ensure fit for purpose