**CHANGES TO THE CONSTITUTION March 2024**

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| **PAGE NUMBER** | **SECTION/PARAGRAPH** | **CHANGE(S)** | **SOURCE OF CHANGE** |
| 183 | Part 4, Section 1, Officers’ Code of Conduct  Para 6.3.1 (c) | Add a link to the declaration of interest form on the Intranet.  Make it clear that declaration forms must be done annually for Politically Restricted posts (including nil returns), as well as when interests change or posts change, etc. | Internal Audit requested this addition following an audit of interests. MO textual to comply with request from internal audit. |
| 201 | Part 4, Section 2, Part B, Section 1 Councillors’ Code of Conduct Para 8, 1 (c) | Addition of the wording: The form to submit these details is available on the Intranet [HERE](https://lancastercc.sharepoint.com/:w:/r/sites/Intranet-Councillors/_layouts/15/Doc.aspx?sourcedoc=%7B47511D8F-DA6D-4B1E-9AB1-F3FEB0C4456E%7D&file=Members%20Gifts%20&%20hospitality%20form.doc=&action=default&mobileredirect=true)  With link to the form. | Internal Audit requested this addition following an audit of interests. MO textual to comply with request from internal audit. |
| 56 | Officer Scheme of Delegation  Executive Delegation to the CO Governance | Add in an exec delegation to the CO Governance - in practice this will be further delegated to the Dem Support Officer (Civic and Ceremonial) –“ in consultation with the Mayor to make decisions on requests to fly flags to support different national/international campaigns, events and organisations.“ | 26 September 2018 Leaders report to Council reported in this new delegation. |
| 66 | Officer Scheme of Delegation  Delegation to the Returning Officer | Add in a delegation to the Returning Officer in consultation with the relevant ward Councillors, to make any necessary changes to polling places that may arise other than as part of a review. | Resolution of Council on 25 September 2019. |
| 252 to 256 | Councillors Allowances Scheme | Changes made as a result of the IRP’s recommendations being accepted by Council to increase allowances by 3%. | Resolution of Council on 24 January 2024 |
| 203-204 | Councillors Code of Conduct | To add a new paragraph 13 about offers of gifts and hospitality and put a link in the constitution to the new form for declaring gifts/hospitality which now requires completion for declined offers as well as those that have been accepted. | Changes made as a result of internal audit. Report to Standards and approval of CBC obtained on 29 February 2024. |
| 76 | Proper Officer Functions | To replace Senior Chief Officer with Chief Officer Environment and Place following post changes | MO to reflect structural changes |
| 54-55 | Scheme of Delegation to Officers | To delete delegations from Senior Chief Officer Post and move to Chief Officer Environment and Place following post changes | MO to reflect structural changes |