

East Herts Council Report

Council

Date of meeting: Wednesday 23 July 2025

Report by: James Ellis – Director for Legal, Policy and Governance

Report title: Review of the Constitution

Ward(s) affected: All

Summary – In accordance with paragraph 2.6.3 of the Constitution, which requires the Monitoring Officer to make changes to staffing structures and changes in terminology, Council are asked to receive the amendments to the Constitution to reflect the Leadership Team restructure and job title change as well as the deadline for notice of a key decision.

RECOMMENDATIONS FOR COUNCIL:

- a) That the updates and consequential amendments to the Constitution identified in the attached appendices are received.**

1.0 Proposal(s)

- 1.1 As above.

2.0 Background

- 2.1 Under paragraph 2.6.5, the Council must be notified of any updates and changes to the Constitution at ordinary meetings throughout the year.

Staffing updates

- 2.2 There has been a review of the Leadership Team with a change to job titles and services that report into them, requiring the

Constitution to be updated.

2.3 Heads of Service have been renamed Directors as follows:

- Director for Place (replacing Head of Planning and Growth)
- Director for Communities (replacing Head of Housing and Health)
- Director for Regeneration, Customer and Corporate Services (replacing Head of Communications, Strategy and Policy)
- Director for Finance, Risk and Performance (replacing Head of Strategic Finance and Property)
- Director for Legal, Policy and Governance (replacing Head of Legal and Democratic Services)

2.4 The remits under the Directors have been amended to as follows:

Director for Place	Planning and Building Control (inc. Gilston), Leisure, Parks and Open Spaces, Environmental Health, Land Charges and Street Naming and Numbering, Section 106
Director for Communities	Property Services, Housing Services, Licensing and Enforcement, Environmental Sustainability, Economic Development, Community Wellbeing and Partnerships, Shared Waste Service (from August once full mobilisation of the new service provider and design is complete)
Director for Regeneration, Customer and	BEAM, Customer Services, Corporate Support Hub, Communications and Digital Media,

Commercial Services	Parking Services, ORL
Director for Legal, Policy and Governance	Legal Services, Democratic Services, Electoral Services, Transformation Team, Information Governance and Data Protection, Shared Waste Service (until August when the mobilisation of the new provider and service design will be complete)
Director for Finance, Risk and Performance	Financial Services, Risk and Insurance, Revenues and Benefits Shared Service, ICT Shared Service

2.5 The delegations in Section 10 – Officers’ Responsibilities for Functions have been aligned to match the new Director responsibilities as listed above.

2.6 The tracked changes for job titles and the list of delegations are shown in Appendix A.

Key decisions

2.7 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 provides that local authorities must give at least 28 clear days’ notice of all key decisions.

2.8 The intention of the 28 days’ notice is to be 28 calendar days, not 28 clear, working days as the Constitution currently suggests, so it has been amended to make this clear.

2.9 The relevant changes for this change are in Section 12 – Access to Information Procedure Rules. All tracked changes to the relevant sections are attached at Appendix A.

3.0 Reason(s)

- 3.1 To ensure the Constitution is up to date to enable clarity of decision-making and procedures throughout the year.

4.0 Options

- 4.1 Not approving the Constitution amendments would mean that the Constitution would not be up to date.

5.0 Risks

- 5.1 That decisions are not taken in accordance with correct authority, and risk challenge.

6.0 Implications/Consultations

6.1

Community Safety

No

Data Protection

No

Equalities

The proposed changes to the Constitution have no impact on equalities.

Environmental Sustainability

No

Financial

There are no financial implications associated with the proposed constitutional changes.

Health and Safety

No

Human Resources

No impact on Human Resources is envisaged as a result of these changes. The changes to job titles have been through relevant employment processes.

Human Rights

No

Legal

Yes – as indicated above

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – tracked changes job titles

7.2 Appendix B – tracked changes for key decisions

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