

Summary of Revisions – Constitution Version 6

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Various	Various	Various	References to the Section 151 Officer/Chief Financial Officer throughout have been updated to reflect the appointment of Stephen James Mawson as Doncaster Council's S151 Officer and the change to his post title "Chief Financial Officer and Assistant Director – Finance".	Approved by Full Council – 15 September 2016
Part 2	Article 3 – The Full Council	3.01 Functions of the Full Council	New function added to list in Article 3.01 – Functions of the Full Council, as follows: “(m) receiving a State of the Borough assessment each year to inform the policy and budget setting process;”	Approved by Full Council – 15 September 2016
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the outcome of the Borough Elections held on 4 May 2017.	May 2017 - Monitoring Officer, under delegated authority.
Part 4	1 Council Procedure Rules	CPR 15.2.1	This Rule has been revised to also allow Members' questions without notice at Council Meetings to the Chairs of the Audit and Elections and Democratic Structures Committees and the Health and Wellbeing Board.	Approved by Full Council – 19 May 2017
Part 3	3.8.2 Terms of Reference of Committees and Sub-Committees		To reflect changes agreed to the terms of reference of the Audit Committee, Licensing Committee and Health and Wellbeing Board as detailed in the respective reports to Council.	Approved by Full Council – 19 May and 13 July 2017

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Part 6	2 Members' Allowance Scheme		Members' Allowance Scheme updated to reflect the 1% increase on Members' Allowances effective from April 2017, as accepted by Full Council in May 2017.	Approved by Full Council – 19 May 2017
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations signed off on the 2 nd August 2017, has now been incorporated.	August 2017 Monitoring Officer, under delegated authority.
Parts 1 and 3	Various	Various	References to 'Director of Finance & Corporate Services' have been changed throughout to read 'Director of Corporate Resources' to reflect a change to the Directorate name. Management structure in Part 1 has also been updated to reflect recent structural changes in Directorates.	February 2018 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the outcome of the Armthorpe Ward By-Election held on 15 February 2018.	February 2018 Monitoring Officer, under delegated authority.
Part 4	7 Rules of Procedure	Contract Procedure Rules	Changes to the EU thresholds from £164,176k to £181,302k for goods and services, from £4,104,394 to £4.551,413m for works and from £589,148 to £615,278 for the Light Touch Regime (LTR) threshold. 23.1 Electronic Tendering – name change of the system from YorTender to ProContract. Replaced Chief Executive with Monitoring Officer when authorising Finance CPR Waivers.	April 2018 Monitoring Officer, under delegated

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Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated following the resignation of Councillor John McHale (Town Ward).	April 2018 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the outcome of the Town Ward By-Election held on 14 June 2018.	June 2018 Monitoring Officer, under delegated authority.
Part 3	3.8.2 Terms of Reference of Committees and Sub-Committees		Deletion of the terms of reference of the Joint Safety Committee, as detailed in the report to Council.	Approved by Full Council – 19 July 2018.
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegation, signed off on 24 July 2018, has now been incorporated.	July 2018 Monitoring Officer, under delegated authority.
Part 2	Article 3 – The Full Council	3.01 Functions of the Full Council	The following function has been deleted from Article 3.01 – Functions of the Full Council: “(m) receiving a State of the Borough assessment each year to inform the policy and budget setting process;”	Approved by Full Council – 17 May 2019

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Part 2	Article 8 – Decision Making	8.03 Types of Decision – (b) Key decisions	<p>The wording in relation to key decisions has been updated to align with the Financial Procedure Rules, simplifying and increasing the understanding of requirements for key decisions for Managers.</p> <p>The level of the expenditure/savings has been updated to align to that already included in the Financial Procedure Rules. The current key decision limit of £250,000 will remain for revenue decisions and further clarity is provided to reference the gross full year effect. In the case of the capital budget, an additional limit of £1,000,000 or more has been added in respect of a single project or otherwise across one financial year.</p>	Approved by Full Council – 17 May 2019
Part 4	6 Rules of Procedure	Financial Procedure Rules	<p>The Financial Procedure Rules have been reviewed and updated in order to:-</p> <ul style="list-style-type: none"> • Improve the overall understanding of the rules including aligning the FPRs to the key decision rules; • Respond to comments received from Managers; • Update for changes in legislation; • Reflect current working practices where they differ to the rules and promote the right behaviours; and • Ensure that financial decisions are taken at the appropriate level. 	Approved by Full Council – 17 May 2019
Part 4	7 Rules of Procedure	Contract Procedure Rules	The Contract Procedure Rules have been updated throughout to reflect legislative changes and the introduction of a Contract Procedures Guide, and to reflect good procurement practices.	Approved by Full Council – 17 May 2019

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Part 4	4 Executive Procedure Rules	EPR 1.8 – Quorum for a meeting of the Executive	This Rule has been revised to clarify the quorum for a meeting of the Executive.	Approved by Full Council – 17 May 2019
Part 4	4 Executive Procedure Rules	EPR 2.1 – Conduct of Executive Meetings - Chairing	This Rule has been revised to provide a process if either the Mayor or Deputy Mayor are unable to attend a meeting of the Executive.	Approved by Full Council – 17 May 2019
Part 3	3.8.2 Terms of Reference of Committees and Sub-Committees		The Terms of Reference of the Chief Officers' Appointments Committee, Chief Officers Investigatory Sub-Committee, Chief Officers' Appeals Committee, Audit Committee and Health and Wellbeing Board have been revised, as detailed in the report to Council.	Approved by Full Council – 17 May 2019
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Nigel Cannings has joined the Conservative Group.	6 June 2019 Monitoring Officer, under delegated authority.
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations signed off on the 21 st August 2019, has now been incorporated.	August 2019 Monitoring Officer, under delegated authority.

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Part 4	6 Rules of Procedure	Financial Procedure Rules	The glossary at the back of the Financial Procedure Rules has been updated to show that the Assistant Director of Development is now the Council's designated Property Officer .	September 2019 Monitoring Officer, under delegated authority.
Part 4	7 Rules of Procedure	Contract Procedure Rules	The CPRs have been updated with immediate effect to reflect the following changes:- <ul style="list-style-type: none"> • Authorisation for CPR Waivers (CPR 10.0) changed from the Chief Financial Officer (CFO) to the Monitoring Officer (MO). • Definitions of job titles (CFO and MO) updated in Appendix A (Glossary) • Definition of a Key Decision (CPR 22.7 and Appendix A) has been updated to reflect the new financial thresholds agreed by Full Council in May 2019. 	October 2019 Monitoring Officer, under delegated authority.
Part 4	6 Rules of Procedure	Financial Procedure Rules	A small number of minor revisions have been made to the Financial Procedure Rules in order to:- <ul style="list-style-type: none"> • Align the definition of the Chief Financial Officer (CFO) with that listed in the Contract Procedure Rules. • Reflect the name change from Medium-term Financial Forecast to Medium-term Financial Strategy. 	October 2019 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Tina Reid has become an Independent Member.	17 October 2019 Monitoring Officer, under delegated authority.

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Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Tina Reid has joined the Mexborough First Group.	30 October 2019 Monitoring Officer, under delegated authority.
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's amended Scheme of Delegations signed off on the 18 th March 2020, has now been incorporated.	March 2020 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor George Derx has joined the Yorkshire Party.	August 2020 Monitoring Officer, under delegated authority.
Part 3	3.8.2 Terms of Reference of Committees and Sub-Committees		The Terms of Reference of the Health and Wellbeing Board have been revised, and those relating to the Doncaster COVID-19 Oversight Board have been added, as detailed in the report to Council.	Approved by Full Council – 24 September 2020
Part 6	2 Members' Allowance Scheme		Members' Allowance Scheme updated to reflect the 2.75% increase on Members' Allowances effective from April 2020, in line with national pay award.	October 2020 Monitoring Officer, under delegated authority.

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Nikki McDonald has become an Independent Member.	28 February 2021 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Jonathan Wood has joined the Green Party.	2 March 2021 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated following the sad passing of Councillor Nuala Fennelly.	10 March 2021 Monitoring Officer, under delegated authority.
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations has been updated to reflect the sad passing of Councillor Nuala Fennelly.	10 March 2021 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Tosh McDonald has become an Independent Member.	25 March 2021 Monitoring Officer, under delegated authority.
Part 4	7 Rules of Procedure	Contract Procedure Rules	The Contract Procedure Rules have been updated with minor technical changes in light of changes organisationally and to clarify areas of ambiguity to ensure excellent procurement and contract practices.	14 April 2021 Monitoring Officer, under delegated authority.

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations signed off on the 12 October 2021, has now been incorporated.	12 October 2021 Monitoring Officer, under delegated authority.
Part 4	7 Rules of Procedure	Contract Procedure Rules	Various technical changes have been made to the Contract Procedure Rules.	December 2021 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated following the resignation of Councillor Daniel Barwell (Wheatley Hills & Intake Ward).	10 February 2022 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the outcome of the Wheatley Hills and Intake Ward By-Election held on 31 March 2022.	April 2022 Monitoring Officer, under delegated authority.
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations signed off on the 11 November 2022, has now been incorporated.	11 November 2022 Monitoring Officer, under delegated authority.
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations signed off on the 25 August 2023, has now been incorporated.	September 2023 Monitoring Officer, under delegated authority.

Part Number	Section Number	Item Number	Description of Revision	Date of Revision/Approved by
Part 4	6 and 7 Rules of Procedure	Financial and Contract Procedure Rules	The Financial and Contract Procedure Rules have been updated throughout - see report to Full Council on 21 September 2023 (agenda item 7) for details of revisions made.	Approved by Full Council – 21 September 2023
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated following the resignation of Councillor Barry Johnson (Rossington & Bawtry Ward).	6 October 2023 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the outcome of the Rossington and Bawtry Ward By-Election held on 16 November 2023 and to reflect the fact that Councillor Bev Chapman has become an Independent Member.	Nov 2023 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the fact that Councillor Bev Chapman has joined the Labour Party.	4 December 2023 Monitoring Officer, under delegated authority.
Part 4	7 Rules of Procedure	Contract Procedure Rules	Various technical changes have been made to the Contract Procedure Rules.	December 2023 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated following the resignation of Councillor Jake Kearsley (Town Ward).	7 May 2024 Monitoring Officer, under delegated authority.

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Part 3	3.8.2 Terms of Reference of Committees and Sub-Committees		The Terms of Reference of the Audit Committee and the Health and Adult Social Care Overview and Scrutiny Panel have been revised, as detailed in the report to Council.	Approved by Full Council – 17 May 2024
Part 3	7 Responsibility for Functions	Executive Scheme of Delegations	The Elected Mayor's Scheme of Delegations signed off on the 27 June 2024 has now been incorporated.	27 June 2024 Monitoring Officer, under delegated authority.
Part 6	4 List of Members by Ward		The list of Members by Ward in Section 4 has been updated to reflect the outcome of the Town Ward By-Election held on 4 July 2024.	July 2024 Monitoring Officer, under delegated authority.
Part 4	6 Rules of Procedure	Financial Procedure Rules	A technical revision has been made to the Financial Procedure Rules to show that the Executive Director of Place is currently designated as the Council's Property Officer.	Sept 2024 Monitoring Officer, under delegated authority.
Part 6	2 Members' Allowance Scheme		Members' Allowance Scheme updated to reflect the 2.50% increase on Members' Allowances effective from April 2024, in line with national pay award (allowances payable).	December 2024 Monitoring Officer, under delegated authority.

Part 4	7 Rules of Procedure	Contract Procedure Rules	The Contract Procedure Rules have been updated throughout - see report to Full Council on 27 February 2025 (agenda item 15) for details of revisions made.	Approved by Full Council – 27 February 2025
Part 4	6 Rules of Procedure	Financial Procedure Rules	A technical revision has been made to the Financial Procedure Rules to show that the Service Director of Strategic Housing, Property and Safer Communities is currently designated as the Council's Property Officer.	April 2025 Monitoring Officer, under delegated authority.