

Report to: Governance Committee

Date of meeting: 10 March 2026

By: Deputy Chief Executive

Title: Amendments to the Constitution – scrutiny call-in deadline and scheme of delegations to officers

Purpose: To consider amendments to the Constitution.

RECOMMENDATION:

The Governance Committee is recommended to recommend the County Council to agree to amend the Constitution as set out in paragraphs 2.2 and 3.2 of the report and appendices.

1. Background information

1.1 The Governance Committee is asked to consider recommending the proposed changes to the constitution, as set out in paragraphs 2.2 and 3.2 of the report, to the County Council for approval.

2. Update to the scrutiny call-in deadline

2.1 In October 2025, the Governance Committee considered a report on the scrutiny call-in process, this included detailed guidance and a checklist, following a request for clearer guidance by the Scrutiny and Audit Chairs and Vice-Chairs. The Committee resolved to agree the guidance and checklist, which included a 4pm deadline on the fifth and final day of the call-in period, as specified in the call-in checklist.

2.2 Whilst the call-in checklist refers to the 4pm deadline, this is not reflected in the Constitution presently. It is therefore proposed that Part 4, (5) Overview and Scrutiny Procedure Rules be updated to explicitly reflect the 4pm deadline on the fifth day of the call-in process, as set out in Appendix 1 of this report.

2.3 This will ensure transparency and clarity and align the constitution with established guidance.

3. Update to the scheme of delegation to officers

3.1 When considering reports, it is standard practice for the Full Council, Committees, and the Executive to delegate particular responsibilities to designated officers in order to facilitate efficient implementation. This delegation framework enables officers to operate within established boundaries, promoting prompt and effective execution of Council policies, services, and initiatives.

3.2 Whilst this is an established approach, the Constitution does not reflect this practice. It is therefore proposed to amend Part 3, Table 6 – Scheme of Delegation to Officers, of the Constitution to include:

In addition to this scheme, the Full Council, Committees and the Executive may delegate powers to officers, unless their Terms of Reference prohibit further delegation.

3.3 This proposed amendment is further set out in Appendix 2 of this report.

4. Conclusion and Reason for Recommendation

4.1 The proposed amendments to the Constitution aim to align its provisions with current operational practices and guidelines, thereby supporting strong and transparent decision-making processes.

PHILIP BAKER
Deputy Chief Executive

Email: hannah.matthews@eastsussex.gov.uk
Telephone: 01273 335138

Local Members: All
Background Documents: None