

# Council

27 May 2026



**Reading**  
Borough Council  
Working better with you

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| <b>Title</b>                                  | Annual Review of Constitution  |
| <b>Purpose of the report</b>                  | To make a key decision   |
| <b>Report status</b>                          | Public report  |
| <b>Statutory Officer Commissioning Report</b> | Jayne La Grua, Director of Legal & Democratic Services and Monitoring Officer  |
| <b>Report author</b>                          | Jayne La Grua, Director of Legal & Democratic Services and Monitoring Officer  |
| <b>Lead Councillor</b>                        | Councillor Terry, Leader of the Council  |
| <b>Council priority</b>                       | Not applicable, but still requires a decision  |
| <b>Recommendations</b>                        | That Council:<br>1. approve the proposed amendments to the Council's Constitution;<br>2. request that the Director of Legal and Democratic Services publishes the amended Constitution on the Council's website. |

## 1. Executive Summary

- 1.1 The Council's Constitution sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
- 1.2 The Constitution is reviewed on an annual basis. The last review of the Constitution was presented to Council for adoption on 21 May 2025.
- 1.3 This report asks Council to:
  - (a) approve the proposed changes to the Constitution to take immediate effect; and
  - (b) request that the Director of Legal and Democratic Services publishes the amended Constitution on the Council's website.

## 2. Policy Context

- 2.1. Section 9P of the Local Government Act 2000 requires local authorities to prepare and keep up to date a document (their Constitution) which contains:
  - (a) a copy of the authority's standing orders;
  - (b) a copy of the authority's code of conduct for its members and co-opted members;
  - (c) such information as the Secretary of State may direct; and
  - (d) such other information (if any) as the authority considers appropriate.
- 2.2 The Council must ensure that copies of its constitution are available at its principal office for inspection by members of the public at all reasonable hours and must supply a copy of its constitution to any person on requests.

### 3. PROPOSED AMENDMENTS TO THE COUNCIL'S CONSTITUTION

- 3.1. The proposed amendments to the Constitution are set out below. Where applicable, relevant extracts of the Constitution showing the proposed changes are provided in **Appendices 1 - 7** of this report.

#### Job Titles

- 3.2 It is proposed to amend the job titles of 'Assistant Directors' to 'Directors', throughout the document, to reflect a decision made by the Head of Paid Service to ensure internal consistency across the Council in naming conventions and better align with job titles commonly used across the sector.

#### Part 2 – Articles of the Constitution

##### *Article 6 – The Leadership and Lead Councillors*

- 3.3 It is proposed to add membership of the Children's Services Improvement Board to the Lead Councillor Portfolio for Children. This proposed change is shown in **Appendix 1**.
- 3.4 It is further proposed to add oversight of the discharge of the Council's duties under PREVENT to the Lead Councillor Portfolio for Environmental Services & Community Safety. This proposed change is shown in **Appendix 2**.

##### *Article 9 – The Standards Committee*

- 3.5 It is proposed that Article 9.1.2 be amended to delete oversight and development of the Staff Code of Conduct, as principal responsibility for this lies with the Head of Paid Service.

This proposed change is shown in **Appendix 3**.

#### Part 3 – Responsibility for Functions

##### *2. Standing Committees and Sub-Committees*

###### *Trustees' Sub-Committee*

- 3.9 To remove Victoria Recreation Ground from the list of charitable trusts for which the Trustees' Sub-Committee has delegated authority to act as Trustee for the Council. This was included in error as the Council is the lessee and not Trustee of this Recreation Ground. This proposed change is also shown in **Appendix 4**.

##### *5. Appeals Bodies*

###### *Appeals Panel*

- 3.13 To remove Curriculum Complaints from the Terms of Reference of Appeals Panels, as this is no longer a statutory duty for local authorities. This proposed change is shown in **Appendix 5**.

#### Part 4 - Rules of Procedure

##### *Council and Committee Procedure Rules (Standing Orders)*

- 3.14 To amend Standing Order 36(5) to specify that separate time limits apply for public petitions and questions and councillor questions to Committees, in line with the arrangements for full Council meetings. This proposed amendment is shown in **Appendix 6**.

#### Part 6 – Members' Allowances Scheme

- 3.15 To amend the Members' Allowances Scheme to reflect the fact that, as of 11 May 2026, elected members are eligible for enrolment in the Local Government Pension Scheme. This proposed change is shown in **Appendix 7**.

#### **4. Contribution to Strategic Aims**

- 4.1. The governance arrangements and decision-making structure adopted by the authority are integral to creating a framework to deliver the Council's strategic aims.

#### **5. Environmental and Climate Implications**

- 5.1. There are no environmental and climate implications resulting from the recommendations contained in this report.

#### **6. Community Engagement**

- 6.1. Political Groups have been consulted in relation to recommendations set out in the report and elsewhere on the agenda for this meeting.

#### **7. Equality Implications**

- 7.1. There are no equality implications resulting from this report and no need to complete an Equality Impact Assessment (EIA).

#### **8. Other Relevant Considerations**

- 8.1. There are none.

#### **9. Legal Implications**

- 9.1. Set out in the body of the report.

#### **10. Financial Implications**

- 10.1. It is anticipated that the financial implications of the statutory change to make elected members eligible for enrolment in the Local Government Pension Scheme (see 3.15 above) will be managed within the currently allocated budget for the member allowances scheme. An assessment of the impact will be reported to the Remuneration Panel for their review of the scheme for 2027/28.

#### **11. Timetable for Implementation**

- 11.1. Not applicable.

#### **12. Background Papers**

- 12.1. There are none.

### **Appendices**

1. Proposed Amendment to Lead Councillor Portfolio for Children
2. Proposed Amendment to Lead Councillor Portfolio for Environmental Services & Community Safety
3. Proposed Amendment to Standards Committee Terms of Reference
4. Proposed Amendments to Trustees Sub-Committee Terms of Reference
5. Proposed Amendment to Appeals Panel Terms of Reference
6. Proposed Amendment to Council and Committee Procedure Rules
7. Proposed Amendment to Members' Allowances Scheme