

**COUNCIL  
28 NOVEMBER 2024**

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**CONSTITUTION UPDATE**

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**Responsible Cabinet Member – Councillor Stephen Harker, Leader**

**Responsible Director – Elizabeth Davison,  
Executive Director of Resources and Governance**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To approve changes to the Council’s Constitution with effect from 1 January 2025.

**Summary**

2. The process for reviewing the constitution started earlier in the year and a number of proposed amendments which are mostly what might be described as general housekeeping and updating rather than fundamental change are proposed.
3. The proposed changes are set out in the **Appendix**.
4. There is also commentary and explanation in the main body of this report on matters requiring additional detail and consideration.
5. The updates and amendments, detailed in the report and appendix will ensure that the Constitution remains up-to-date and fit for purpose.

**Recommendations**

6. It is recommended that:
  - (a) The changes to the Constitution as detailed in this report are approved to take effect from 1 January 2025.
  - (b) The Monitoring Officer is delegated to update the Constitution to reflect the changes identified.

**Reasons**

7. The recommendations are supported by the following reasons:
  - (a) To ensure that the Constitution is clear, accurate and up-to-date; and

- (b) To give effect to legislative changes.

**Elizabeth Davison,  
Executive Director of Resources and Governance**

**Background Papers**

The Constitution of the Council

<https://democracy.darlington.gov.uk/eListDocuments.aspx?Cid=202&Mid=284&Info=1>

Legislation and guidance as referenced in the Report.

Luke Swinhoe: Extension 5490

Council Plan	An up to date and clear Constitution should contribute to the decision making and governance arrangements and help members and officers to deliver the Council plan
Addressing inequalities	There is no direct impact on inequality.
Tackling Climate Change	There is no impacts on climate change.
Efficient and effective use of resources	Improving the clarity of the Constitution will with help with efficiency
Health and Wellbeing	There are no direct issues relating to Health & Wellbeing.
S17 Crime and Disorder	There is no direct impact on Crime and Disorder.
Wards Affected	There will be no direct impact on any particular ward.
Groups Affected	There will be no direct impact on any particular group.
Budget and Policy Framework	Amendments to the Constitution need to be approved by Council.
Key Decision	This is not a Executive Decision
Urgent Decision	This is not an Executive Decision
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

**MAIN REPORT**

**Information and Analysis**

8. The Council’s Constitution prescribes the framework for Council decision making and the procedures that are followed.
9. Some updating of the Constitution will be needed from time to time and there are also a number of updates and changes proposed to ensure that the overall Constitution remains up-to-date and fit for purpose.
10. All of the proposed changes are set out in the **Appendix**. Further additional information and detail about particular areas of change is set out below:

**Additional information**

11. The headings below correspond to the headings in the Appendix.

## SUMMARY AND EXPLANATION

### Code of Conduct - Criminal Records Checks for Councillors

12. The Council does not currently have a requirement that members should undergo criminal records checks upon being elected to office.
13. Candidates standing for election as a councillor are required at the nomination stage to declare that they are not disqualified from standing for office. Making a false statement on a nomination form is a criminal offence. A candidate is disqualified if on the day of nomination and polling day, if
  - (a) They had been sentenced to three months or more imprisonment (including a suspended sentence), without the option of a fine, during the five years before polling day (and the period allowed for appeal of the conviction has passed. They are not disqualified while appeal against conviction is underway);
  - (b) They are subject to the notification requirement or order under the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed (they are not disqualified while appeal against disqualification is underway). This applies to a person who is subject to any relevant notification requirements or relevant order made on or after 28 June 2022;<sup>1</sup>
  - (c) They are subject to bankruptcy restrictions order or interim order;
  - (d) They have been disqualified under the Representation of the People Act 1983 for an illegal practice (three years from conviction) or for a corrupt practice (five years from conviction);
  - (e) They have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office under the Elections Act 2022 (five years from conviction);
  - (f) There are also disqualifications for staff employed by the local authority they intend to stand for and for people working in politically restricted posts.
14. In January 2024, the Minister for Local Government, wrote to local authorities urging that enhanced Disclosure and Barring Service (DBS) check are undertaken for all councillors being considered for appointment to any committee which discharges education or social services functions. This was one of the suggestions that had been made by an Independent Review of the Disclosure and Barring Regime carried out by Simon Bailey in April 2023. [Criminal record checks for councillors: letters to local authorities and the Local Government Association - GOV.UK](#)
15. This suggestion has been considered. While all Councillors are eligible to have a basic DBS check, the ability to have enhanced checks is more limited. The Safeguarding Vulnerable Groups Act 2006, Schedule 4, Part 1, 1 sets out a number of roles that people may perform (regulated activity) that brings them into contact with children that would enable an

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<sup>1</sup> S.81A Local Government Act 1972, as amended by the Local Government Disqualification Act 2022

enhanced DBS to be carried out Safeguarding Vulnerable Groups Act 2006 ([legislation.gov.uk](http://legislation.gov.uk)). Essentially this is about working with children. [Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](http://legislation.gov.uk). The Safeguarding Vulnerable Groups Act 2006, Schedule 4, Part 1, 4 used to specify that some councillors who are members of an executive or committee discharging any education functions, or social services functions, will be eligible for Enhanced DBS checks. However Schedule 4, Part 1, 4 of the Safeguarding Vulnerable Groups Act 2006, was repealed by the Protection of Freedoms Act 2012. The eligibility of local authority members to have enhanced DBS checks based on their involvement in decision making functions would appear to be not currently available.

16. On the understanding that members are wanting to move forward with DBS checks, as matters currently stand it is suggested that all members are asked to undergo a basic check (rather than reference enhanced DBS checks). A basic DBS check costs £18, so the cost for all members would be £900. It is suggested that this is carried out following election to office (if a DBS check was undertaken this annually, there is an annual update service of £13 per application). Consideration of the frequency of DBS checks is not just about the application fee but will also involve resource implications for officers and members involved in the DBS process. Given that no DBS checks were undertaken following the 2023 elections, the suggestion is that following agreement to adopt this change we will then proceed with DBS checks for all current members.
17. Consideration is also needed about how any material that arises from a DBS check is dealt with. This will depend on precisely what is disclosed. In the first instance it is suggested that the Monitoring Officer should evaluate the material to consider what action is necessary. This might be disclosure to the police (for instance, if the information revealed would have meant the member was ineligible to stand as a candidate) or if there are safeguarding concerns for a risk assessment to be carried out and appropriate safeguarding measures put in place.

#### Rights and Responsibilities of the Public

18. Members of the public are entitled to photograph, film, record, broadcast meetings of the Council. This right is set out in the Openness of Local Government Bodies Regulations 2014. Details of this entitlement are included in the constitution. The constitution also has provisions that regulate conduct at meetings. It has been thought helpful to clarify matters for persons who photograph or film meetings. This is not to stop them from carrying out this activity but just to ensure that there is no misunderstanding about the role of the person chairing the meeting, to ensure that the meeting proceeds without being disrupted by the conduct of persons attending.
19. A Protocol has also been drafted to provide some additional guidance to persons attending meetings who intend to film, photograph or record during the meetings. This should make it easier for people who want to do this, to understand the expectations but also to members and officers to ensure that expectations are clear and that proceedings run smoothly. There are particular considerations concerning the removal of recording equipment should a meeting move into private session and about the public and young persons being filmed or photographed. The Protocol is referenced under the 'Access to Information Procedure Rules' heading in the Appendix and is set out in 4.12 of the Codes and Protocols section of the Appendix.

### **Financial Implications**

20. There will be limited financial impacts arising from the revisions to the Constitution concerning the additional costs associated with all councillors undergoing a DBS check. For all members to have a basic DBS check the cost will be £900.

### **Legal Implications**

21. The Local Government Act 2000 requires that the adoption of a local authority's Constitution is exercised by the Council.

### **Consultation**

22. The Constitution update has been raised with Chief Officers and Senior Managers as part of the review.
23. An all member briefing about the proposed changes was held on Wednesday 30 October 2024.
24. On the 28 October 2024 the proposals were considered by the Efficiency and Resources Scrutiny Committee.
25. On the 4 November 2024 the Audit Committee was consulted on a proposals relevant to the Committee.

### **Summary**

26. Members are asked to consider and approve the proposed changes detailed in the **Appendix** to this report for inclusion in the Constitution to take effect from 1 January 2025.