



**APPENDIX A
Annual Council Report**

11 May 2026

Subject: Annual Review of the Constitution – Position Update and Ongoing Work

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

This report sets out a position statement in respect of the work undertaken on the Constitution during 2025/26 and also details further ongoing work required to the Constitution in coming months.

RECOMMENDATION(S):

FOR FULL COUNCIL

- 1) That Members note the work and updates which have been made to the Constitution throughout 2025/2026, including the Revised Financial Procedure Rules and Revised Contract and Procurement Rules, as set out Appendix 1 and 2 of this report**
- 2) That Members note the further revisions required to the Constitution in forthcoming months (as set out in section 3 of this report) and which will be the subject of further reports**

IMPLICATIONS

Legal:

The Council is required by law to prepare, and keep up to date, the Constitution (Section 9P Local Government Act 2000 as amended).

West Lindsey's Constitution commits to a review being done at least annually,

Financial :

There are no financial implications associated with this report

Staffing :

There are no staffing implications arising from this report. The work is primarily conducted by the Monitoring Officer, Deputy Monitoring Officer with the senior officers on the Management team being regularly updated.

Equality and Diversity including Human Rights :

It is imperative that when dealing with all governance issues, people are treated equally and fairly. The Monitoring Officer, Deputy Monitoring Officer and wider team are aware of Equality legislation and ensure that equality and diversity is considered and applied as appropriate at all times.

Data Protection Implications :

There are no direct data protection implications associated with this report. Good governance should ensure that the GDPR 2016 and associated regulations and guidance are complied with,

Climate Related Risks and Opportunities:

n/a

Section 17 Crime and Disorder Considerations:

n/a

Health Implications:

n/a

Title and Location of any Background Papers used in the preparation of this report :

Risk Assessment :

Good governance and up to date practices and procedures for decision making ensure the organisation is legally compliant, whilst protecting against ultra vires decisions. Further, good governance is essential for ensuring value for money and protecting against reputational damage, and financial loss. Ensuring good governance at all levels protects the organisation from external claims and challenges. "Failure to comply with legislation" and "inability for the Council's governance to support quality decision making" are strategic risks for the organisation and these risks are considered regularly by the Management Team prior to consideration at the Governance and Audit committee. The Constitution is Council's key document for governance and powers, and compliance with the Constitution is essential to keep the organisation safe and legally compliant.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

- 1.1 Under Section 9P of the Local Government Act 2000, Councils are legally required to prepare, adopt, and keep up to date a Constitution, which acts as the Council's rulebook and ensures it operates transparently, efficiently, and lawfully.
- 1.2 West Lindsey's Constitution commits to a review being done at least annually, and the outcome being reported to the Annual Meeting of Council.
- 1.3 West Lindsey District Council during 2025/2026 has seen significant changes to both its Senior Leadership Team and its Political Administration. As a result, many areas of the Constitution have already been updated and revised within the year.
- 1.4 Notification has been received from Government regarding planned statutory changes to Planning Committee delegations, which will require further changes to the Constitution, the Planning Committee Terms of Reference, and officer delegations. This further work will be carried out once the legislative framework is clear and reports brought before Members for consideration.
- 1.5 Following approval to move to a three Policy Model, terms of reference for the three new policy Committees have been produced and those terms of reference are presented again to Full Council for consideration in a separate report. It is further anticipated that a mid-year review of these terms of reference is conducted.
- 1.6 Work is also nearing completion regarding the wider management team structure which will require changes to the officer delegations, such changes will be presented to Members in the usual way for consideration.

2 Work Undertaken with 2025/26

- 2.1 During 2025/2026 many areas of the Constitution have been updated and revised within the year, reflecting changes within the management of the organisation, the political leadership and to strengthen governance and member/officer relations.
- 2.2 The areas reviewed and approved in-year are : -
 - Introduction of new and improved Local Code of Corporate Governance approved on 25 November 2025 and now displayed on the Council's website [view here](#) and linked to the Council's Constitution.
 - An updated Member Officer Protocol following updated guidance from the Local Government Association approved on 13 April [view here](#)

- Revisions to Standing Orders as recommended by the Governance and Audit Committee - [Link to report](#)
 - the decision to move to three policy Committees, aligned to the Corporate Plan themes. [Link to report](#)
- 2.3 The Governance and Audit Committee also received and approved both updated Financial Procedure Rules and Procurement and Contract Procedures at their meeting on 21 April 2026. The updated Rules are presented here at Appendix 1 and 2 for completeness.
- 2.4 Members are asked to note the work undertaken over the previous year in respect of the Constitution to date.

3 Pending Work

- 3.1 Revisions will be required to be made to the Officer Scheme of Delegation (contained in Section IV of the Constitution). These changes will be presented following completion of the wider management structure review.
- 3.2 Notification has also recently been received that the Government plans to make statutory changes to the delegations for Planning Committees, which will need detailed consideration, and it is expected these will require implementation before 30 September 2026

4. Recommendations

- 1) That Members note the work and updates which have been made to the Constitution throughout 2025/2026, including the Revised Financial Procedure Rules and Revised Contract and Procurement Rules, as set out Appendix 1 and 2 of this report**
- 2) That Members note the further revisions required to the Constitution in forthcoming months (as set out in section 3 of this report) and which will be the subject of further reports**