

REPORT TO Council

Date of Meeting: 21 February 2017

Report of: Corporate Manager, Democratic & Civic Support

Title: AMENDMENTS TO THE CONSTITUTION INCLUDING THE SCHEME OF DELEGATION & FINANCIAL REGULATIONS

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This report sets out proposals to amend the Scheme of Delegation to Officers to match operational arrangements, taking particular account of the recent restructure of senior management and to update the Financial Regulations.

2. Recommendations:

That the Council approve:-

- (1) the changes to the Scheme of Delegation to Officers set out in Appendix 1 to this report; and
- (2) the Financial Regulations as set out in Appendix 2 to this report.

3. Reasons for the recommendation:

3.1 To ensure that the Scheme of Delegation to Officers is up to date and matches the operational arrangements of the Council, thereby ensuring that day to day operational decisions can be taken.

4. What are the resource implications including non financial resources.

4.1 None

5. Section 151 Officer comments:

5.1 Financial regulations underpin strong financial management and they have been fully updated in this report. This includes a change to the levels of virements that can be made.

6. What are the legal aspects?

6.1 None identified.

7. Monitoring Officer's comments:

7.1 The Monitoring Officer considers that it is vitally important for the Constitution to be amended as suggested in order to allow operational decisions to be made whilst the recruitment process for the members of the new Strategic Board continues.

8. Report details:

8.1 The Scheme of Delegation to Officers is the working document which sets out what decisions and powers officers have on a day to day basis. It therefore needs to be up to date to match operational arrangements.

- 8.2 This latest amendment to the Scheme of Delegation has been necessary following the review of the senior management structure of the Council which has devolved the operational responsibilities for services, down to the “service lead” level of management within the organisation.
- 8.3 By doing this, it allows the newly appointed Directors to concentrate on strategic issues.
- 8.4 However, to ensure that there is always a level of management available to take decisions pertaining to those listed under delegated powers, it is proposed that the Chief Executive & Growth Director be given delegated powers over all areas of the Council, with the Deputy Chief Executive and Directors being given delegated powers over those areas of the Council for which they are accountable.
- 8.5 The Senior Management restructure, has also necessitated various other changes to elements within the Council’s constitution, particularly in the Responsibility of Functions element, as well as the Terms of References. These changes are predominantly surrounding changes in titles of the officers responsible, and as such constitute minor amendments. The Corporate Manager, Democratic and Civic Support has delegated authority to make “minor” amendments to the constitution, and has done so in these circumstances.
- 8.6 Similarly, other elements of the constitution will need amending to reflect these changes. This report therefore includes revised Financial Regulations to reflect these changes. Work is currently progressing on revising Contract Regulations.
- 8.7 Once these changes have been approved, a revised up to date version of the constitution will be made available to Members.

9. How does the decision contribute to the Council’s Corporate Plan?

- 9.1 It ensures that the Council is working as efficiently as possible.

10. What risks are there and how can they be reduced?

- 10.1 There are no risks associated with the proposals.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

- 11.1 None

12. Are there any other options?

- 12.1 No.

John Street

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Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

Contact for enquires:

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