

## **AMENDMENTS TO CONSTITUTION**

**LEAD OFFICER:** Martin Jepson, Head of Legal and Democratic Services  
**REPORT AUTHOR:** Tim Capper, Democratic Services Manager

**Summary and Recommendation:** This report proposes changes to the Scheme of Delegations to Officers, changes to Standing Order 8 to clarify procedures for Notices of Motion, and revised Terms of Reference of Personnel Panel as detailed in paragraphs 2-5.

**Recommendation: that the changes set out in paragraphs 2-5 and the Appendices be approved and implemented from this Council Meeting.**

### **1. INTRODUCTION**

- 1.1 This report sets out proposed changes to the Council's Constitution to reflect different responsibilities of Service Heads following recent restructures in the Development Directorate and the Finance and MIS Service; to clarify the procedure for Notices of Motion under Standing Order 8; and to change the terms of reference of the Personnel Panel.

### **2. SCHEME OF DELEGATIONS TO OFFICERS AND PROPER OFFICER APPOINTMENTS**

- 2.1 Recent appointments to the new posts of Head of Development Strategy, Head of Development Operations and Head of Finance and Management Information Systems require changes to the Scheme of Delegations to Officers to split the delegated powers of the former head of Regeneration post between the two new Development positions; and to move the land and property delegations from Finance and Business Development to Development Operations. These changes, together with associated changes to Proper Officer designations, are shown in Appendix "A".

### **3. NOTICES OF MOTION – STANDING ORDER 8**

- 3.1 It is intended to make minor changes to Standing Order 8 to clarify the procedure for dealing with Notices of Motion at Council meetings, and provide the Mayor with options for dealing with Motions according to the circumstances of each case. These are shown in Appendix “B”.

#### **4 TERMS OF REFERENCE OF PERSONNEL PANEL**

- 4.1 It is proposed to amend the terms of reference of Personnel Panel as follows:

(a) Delete the existing references to employee resource planning and terms and conditions of employment of three categories of employee, to be replaced by a single new provision to advise Executive and Council on employment policies and the Pay and Workforce Strategy (6.58).

(b) Provide for Personnel Panel to be responsible for service restructures involving Corporate Team posts or posts reporting direct to Corporate Team, or involving 10 posts or more (6.53). Changes to duties and job profiles falling below this threshold will be a management responsibility (7.1 Delegations to Officers).

(c) Provide for Personnel Panel to determine applications for early retirement where added years’ pension has been requested (6.57). Other applications for early retirement will be delegated to the Chief Executive (7.10 Delegations to Officers)

- 4.2 The proposed revised terms of reference of the Panel are at Appendix “C” and the associated changes to the Scheme of Delegations to Officers in Appendix “A”.

#### **5 OTHER OFFICER DELEGATIONS**

- 5.1 It is proposed to eliminate a current anomaly in the Scheme of Delegations whereby an interim manager whose services are procured through an agency cannot exercise delegated powers because they are not Council employees in the conventional sense. An addition to para 7.3 of the Scheme of Delegations shown in Appendix “A” is intended to address this.

#### **List of Appendices**

Appendix A Revised Scheme of Officer Delegations

Appendix B Revised Standing Order 8

Appendix C Terms of Reference of Personnel Panel

**List of Background Documents:** None.

**List of Consultees:** Leader, Chair/D Chair Personnel Panel, Corporate Team

**CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed .  
This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	No issues
Impact on Sustainability	No issues
Impact on Rural Proofing	No issues
Health and Safety Implications	No issues
Project and Risk Management	No issues
Impact on Equality and Diversity Issues	No issues
Children and Young Persons Implications	No issues
Human Rights Act Implications	No issues