

REPORT FROM: CORPORATE DIRECTOR

TO: COUNCIL

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MOVE TO COMMITTEE SYSTEM - APPROVAL OF NEW CONSTITUTION

PURPOSE OF REPORT:

To put forward for adoption a revised constitution to provide the framework for the governance of the Council under the new Committee System.

RECOMMENDATION

That the revised Constitution be adopted (including the revised thresholds in Financial Procedure Rules at paragraph 4 of the report).

REASONS FOR RECOMMENDATION

To provide the framework for the governance of the Council under the new Committee System

1. At its meeting on May 2017 the Council decided to move to a Committee system of governance with effect from this Annual meeting. The Council's Constitution has been revised and updated accordingly.
2. The Constitution is divided into seven Parts as described below.

Part 1 Summary and Contents – an overview of the committee system of governance and a table of contents.

Part 2 Articles of the Constitution – these outline the arrangements for the governance of the Council, including roles of councillors, committees, senior officers, rights of members of the public as well as financial and legal matters.

Part 3 Responsibility for Functions – the specific roles and responsibilities of the full Council, the different committees, Council officers and proper officer and statutory officer appointments.

Part 4 Rules of Procedure - for Council meetings, Committee meetings, Access to Information, the Financial Framework and the making of Contracts.

Part 5 Codes and Protocols – covering Member Conduct, Employee Conduct, Staff Employment, Member/Officer Relationships, Role of a Councillor, Petition Scheme, Recording of Council meetings.

Part 6 The Members' Allowances Scheme.

Part 7 Organisation Structure.

3. To save on printing only Parts 1, 2 and 3 are reproduced in the Appendix to this report. Apart from the matters referred to in the next paragraph there have been no substantive changes to the other Parts but they have all been updated to take account of legislation and guidance, new titles of committees, officers and other bodies etc.
4. In Financial Procedure Rules it is recommended the Council increases the following thresholds (in all cases amounts in excess of the thresholds will require the approval of the Policy and Resources Committee):
 - (i) Where the Council is acting as an accountable body, from £20,000 to £40,000 the amount which the Corporate Director and Chief Finance Officer can approve
 - (ii) Individual virements by Service Managers on their budgets in consultation with the Chief Finance Officer from £10,000 to £15,000
 - (iii) Budget slippage approvals by the Chief Executive in consultation with the Chief Finance Officer from £10,000
 - (iv) Approvals of supplementary capital and revenue estimates by the Chief Executive in consultation with the Chief Finance Officer from £10,000 to £15,000 (subject to an unchanged overall cap of £50,000)
5. Following adoption of the new Constitution, Members will, on request, be provided with a hard copy and it will also be published on the Council's website.

IMPLICATIONS

Policy:	The adoption of the new Constitution is a key element of the steps to implement the Council decision of 18 th May 2017 to move to a Committee system of governance.
Financial:	None arising directly from the report other than the new thresholds at Paragraph 4.
Legal:	The Constitution sets out the legal framework in which the Council will operate and provides a reference for the good governance of the Council.
Risk Management:	None arising directly from the report.
Health and Safety:	None arising directly from the report.
Sustainability:	None arising directly from the report.
Community Safety:	None arising directly from the report.
Equality and Diversity:	None arising directly from the report.

Appendix

Parts 1, 2 and 3 of the Council's Constitution