

Agenda Item No: 5
Report To: Selection and Constitutional Review Committee
Date of Meeting: 1st May 2018
Report Title: Constitutional Amendments
Report Author & Job Title: Danny Sheppard – Senior Member Services Officer
Portfolio Holder: Cllr. Clarkson (Leader of the Council)
Portfolio Holder for: Cllr. Galpin (Portfolio Holder for Corporate Property)



Summary: The report recommends an amendment to the Responsibility for Functions in the Constitution – Delegations to the Head of Corporate Property and Projects in order to clarify a previously added provision and a change to the Terms of Reference of the Community Grants Panel.

Key Decision: NO

Significantly Affected Wards: N/A

Recommendations: **The Committee is asked to recommend to Full Council that the changes in the Constitution as set out in Paragraph 4 of this report be made.**

Policy Overview: There is a duty to review the Constitution and keep it up to date.

Financial Implications: None
Legal Implications: None

Equalities Impact Assessment: N/A

Other Material Implications: None

Exempt from Publication: NO

Background Papers: None

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Constitutional Amendments

Introduction and Background

1. A report on Changes to the Responsibility for Functions was previously considered by the Selection and Constitutional Review Committee on the 9th March 2017. As part of that report the delegations to the Head of Corporate Property and Projects were amended including Paragraph 13.10 regarding the negotiation and completion of new leases. It has subsequently come to light that no financial limit as to when consultation would be required, was included within the final delegations. On reflection, a figure of a maximum of £100,000 over a four year period had been proposed.
2. We have also received a request to amend Note 4 of the Terms of Reference of the Community Grants Panel to note that the Panel will meet three times a year going forward rather than quarterly. This is to reflect the amended budget available for Community Grants.
3. Amongst other things, the purpose of the Council's Constitution is to enable decisions to be taken efficiently and effectively and to ensure that those responsible for decision making are clearly identifiable to local people. The Constitution also sets the legal framework within which the Council operates.

Proposal

4. The following changes to the Constitution are recommended: -
 - 4.1 Responsibility for Functions: -

The delegation in Paragraph 13.10 for the Head of Corporate Property and Projects be amended to read as follows: "To negotiate the terms of new leases and (subject to consultation with the Leader of the Council, Portfolio Holder, Head of Finance and IT and the Head of Legal and Democracy **for leases over £100,000 over a four year period**) to authorise completion of such new leases."

- 4.2 Terms of Reference of the Community Grants Panel: -

Note 4 be amended to read as follows: -

" For revenue, capital, change/emergency grants and loans to meet **three times per financial year** ~~four times per financial year in January, April, July and October to consider shortlisted applications from rounds closing in February, May, August and November respectively;~~ or at the discretion of the Chairman."

Conclusion

5. I recommend that changes to the Constitution as set out in this report be agreed. This will ensure that the Council's arrangements continue to be efficient and understandable.

Portfolio Holder's Views

6. These proposals are supported by the Leader of the Council, the Portfolio Holder for Corporate Property, the Head of Corporate Property and Projects and the Chairman of the Community Grants Panel.

Contact and Email

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