



Report to Council

Report of: Chief Executive

Date: 7 October 2015

Subject: Changes to the Constitution

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Summary:

This report provides details of proposed changes to the Financial Procedure Rules (Financial Regulations) in Part 4 of the Constitution and minor/consequential changes approved by the Director of Legal and Governance under delegated authority.

Recommendations:

That the Council:-

- (a) considers adopting the changes to the Financial Procedure Rules (Financial Regulations) in Part 4 of the Constitution, as set out in the report and Appendices A and B; and
- (b) notes the minor/consequential changes to the Constitution made by the Director of Legal and Governance, in consultation with the Lord Mayor, under delegated authority, as outlined in the report and Appendix C.

Background Papers:

None

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
NO
Legal implications
YES
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
N/A
Human rights implications
N/A
Environmental and Sustainability implications
N/A
Economic impact
N/A
Community safety implications
N/A
Human resources implications
N/A
Property implications
N/A
Area(s) affected
None
Relevant Cabinet Portfolio Leader
Cllr Julie Dore/Councillor Ben Curran
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

1. Introduction

- 1.1 This report provides details of proposed changes to the Council's Constitution and changes approved by the Director of Legal and Governance under delegated authority.

2. Background

- 2.1 To ensure that the Constitution is kept up to date, there is a regular review process and, where changes are required, these are submitted to Full Council for approval.
- 2.2 In addition, the Director of Legal and Governance, in consultation with the Lord Mayor, has delegated authority to make any minor and consequential drafting changes to the Constitution.

3. Proposed Changes and Reasons

- 3.1 The Financial Procedure Rules (Financial Regulations) were last updated in July 2014 and are an important part of the Council's financial governance arrangements. They provide the rules for the Council to follow so as to protect public money and give clarity for both Members and Officers regarding responsibilities for financial management.
- 3.2 Following an annual review by Finance Officers, in consultation with the Leader and the Cabinet Member for Finance and Resources, a number of changes are proposed to the sections in the Financial Regulations on (a) Financial Planning and the process for the Annual Revenue Budget Monitoring, (b) the Capital Programme and the approval for expenditure to undertake feasibility works on potential capital projects, (c) Income Management in relation to credit notes and refunds and (d) Purchasing relating to purchasing cards and authorisations. A summary of the proposed changes and a revised version of the Financial Regulations are attached at Appendices A and B.

4. Minor/Consequential Changes to the Constitution

- 4.1 The Director of Legal and Governance, in consultation with the Lord Mayor, approved on the 23 July 2015 minor/consequential changes to the Officer Employment Procedure Rules, the Officers' Code of Conduct, the Protocol for Member/Officer Relations and the Management Structure and Statutory/Proper Officers. All Councillors were previously informed of these changes which are detailed at Appendix C.

5. Legal Implications

- 5.1 Except where delegated by Council (see paragraph 2.2 above), variations to the Constitution may only be made by Full Council.

6. **Financial Implications**

6.1 There are no financial implications.

7. **Recommendations**

7.1 That the Council:-

- (a) considers adopting the changes to the Financial Procedure Rules (Financial Regulations) in Part 4 of the Constitution, as set out in the report and Appendices A and B; and
- (b) notes the minor/consequential changes to the Constitution made by the Director of Legal and Governance, in consultation with the Lord Mayor, under delegated authority, as outlined in the report and Appendix C.

Chief Executive