



COUNCIL – 7TH JUNE 2016

SUBJECT: AMENDMENTS TO THE COUNCIL'S CONSTITUTION

REPORT BY: INTERIM HEAD OF LEGAL SERVICES AND MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek Members approval of a minor change to the Council's Constitution and approval for the Council's Interim Head of Legal Services and Monitoring Officer to incorporate the changes, if approved.

2. LINKS TO STRATEGY

- 2.1 The Council's Constitution promotes and supports the ethical standards of the Council and elected Members and ensures that the Council operates efficiently and with transparency in relation to its decision making.

3. SUMMARY

- 3.1 This report outlines proposed changes to the Council's Constitution.

4. THE REPORT

BACKGROUND

- 4.1 The Council's Constitution sets out how the Council operates, how decisions are made and the procedures, which are followed to ensure that these are efficient, transparent and accountable to local people.
- 4.2 The Constitution is a "living document" in that it is continuously being updated and revised to reflect new legislation, improvement in procedures and changes to working practices.
- 4.3 The report seeks Members' approval to amend the Council's Constitution at Part 3, Section 4, headed 'Responsibility for Executive Functions, paragraph (f) to change the delegation for the Proper Officer for Administration – Registrar of Births, Deaths and Marriages from the Head of Public Protection to the Trading Standards, Licensing and Registrars Manager which will reflect current practices.

The proposed amendment will read as follows:

FUNCTION

Proper Officer for the Administration of Registration of Births, Deaths and Marriages under S13 of the Registration Service Act 1953 and Section 270 of the Local Government Act 1972.

DELEGATION

Trading Standards, Licensing and Registrars Manager

5. EQUALITIES IMPLICATIONS

5.1 The Council's Constitution takes account of all equality related issues.

6. FINANCIAL IMPLICATIONS

6.1 None arising from the Report.

7. PERSONNEL IMPLICATIONS

7.1 None arising from the Report.

8. CONSULTATIONS

8.1 The Report reflects the view of the Consultees.

9. RECOMMENDATIONS

9.1 It is recommended that Council:-

9.1.1 Note the contents of the Report.

9.1.2 Approve the proposed changes to the Council's Constitution set out in paragraph 4.3.

9.1.3 That the Interim Head of Legal Services and Monitoring Officer be given delegated authority to make the necessary changes to the Council's Constitution.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that the Council's Constitution is updated to reflect current arrangements.

11. STATUTORY POWER

11.1 Local Government Act 1972 and 2000, Registration Service Act 1953.

Author: Gail Williams, Interim Monitoring Officer
Consultees: Chris Burns, Interim Chief Executive
Dave Street, Corporate Director
Rob Hartshorn, Head of Public Protection
Nicole Scammell, Acting Director of Corporate Services & S151 Officer
Cllr B Jones, Deputy Leader and Cabinet Member for Corporate Services
Cllr C Forehead, Cabinet Member for HR and Governance/Business Manager
Cllr N. George, Cabinet Member for Community and Leisure Services

Background Papers
Council's Constitution (not attached) (see Council's website)