

AUDIT AND GOVERNANCE COMMITTEE

8 MARCH 2024

UPDATE ON ACTION PLAN FOR REVIEW OF THE COUNCIL CONSTITUTION

Recommendation

- 1. The Assistant Director for Legal and Governance recommends that the action plan for the review of the council constitution plan for 2023/24 be noted.**

Background

2. At the meeting on 21 July 2023 the committee was advised of draft plans to review the following standing orders of the Council constitution as part of the annual governance action plan:

- Member/ Officer Relations protocol
- Contract Standing Orders
- Financial Regulations
- Scheme of Assignment of Responsibility for Functions

3. A report to the committee for its meeting on 22 September 2023 set out a timetable for the review of the constitution.

Content

4. A report advising on the review of the Member / Officer protocol was discussed at the Standards and Ethics Committee on 17 January 2024. It was agreed that a proposed draft of the revised protocol would be discussed at the next Standards and Ethics meeting on 24 April 2024.

5. At the Council meeting on 16 February members agreed the recommendations set out in a report entitled Organisational redesign programme in relation to the Chief Officers of the Council. This is subject to a consultation and the decisions to be made by the Appointments etc panel which has as part of its terms of reference, advising on the content of Job descriptions and appointment of Chief Officers. The scheme of assignment of responsibility for functions, or more commonly referred to as the scheme of delegation, will have to be reviewed at the end of the senior management redesign programme.

6. The review of the contract standing orders and the financial regulations can continue. A separate timetable will have to be prepared for the review of the scheme of delegation once the final structure of Tiers 2 and 3 of the organisation i.e Strategic Directors and Assistant Directors has been agreed.

Timetable

	Standards and Ethics Committee (Audit and Governance Committee	Council meeting – decision maker for changes to constitution
Member/ Officer Protocol	Deadline for papers to be published 16.04.24 Date of meeting 24.04.24	Deadline for papers to be published 29.05.24 Date of meeting 06.06.24	Deadline for papers to be published Date of meeting 11.07.24
Contract Standing Orders		Deadline for papers to be published 29.05.24 Date of meeting 06.06.24	Deadline for papers to be published Date of meeting 11.07.24
Finance Regulations		Deadline for papers to be published 29.05.24 Date of meeting 06.06.24	Deadline for papers to be published Date of meeting 11.07.24

Contact Points

Specific Contact Points for this report

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Background papers

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance) the following are the background papers relating to the subject matter of this report.

[Report to Standards and Ethics Committee 17.01.24 Member Officer relations protocol](#)