

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Annual Council Meeting
2.	Date:	17th May 2013
3.	Title:	Constitution, Scheme of Delegation for Members and Officers and Standing Orders
4.	Directorate:	Resources

5. Summary

The Council's Constitution includes the Scheme of Delegation for Members and Officers and Standing Orders. These are reviewed annually and it is proposed to make certain changes as set out in the report.

Changes to the Scheme as regards executive functions may be made by the Leader, and will be reported to all members. A hard copy of the amended Scheme of Delegation and Standing Orders will be available at the meeting and also on the Council's website at the Local Democracy page, under the Council Constitution.

6. Recommendations

That the amendments to the Constitution, including the Scheme of Delegation for Members and Officers for 2013 / 14 and to Standing Orders be approved.

7. Proposals and Details

The Constitution

Minor clerical changes have been made throughout including changes to reflect new job titles.

Scheme of Delegation for Members and Officers

Appendix 9 to the Council's Constitution sets out the Council's Scheme of Delegation for Members and Officers.

The Council is required annually to approve the Scheme of Delegation in respect of non-executive functions such as planning and licensing.

Under the "Strong" Leader and Cabinet Model adopted by the Council, the Leader is responsible for the delegation of executive functions. The Leader may discharge such functions, or may arrange for them to be discharged by the Cabinet, a Cabinet Member, a Committee of the Cabinet, an Area Assembly Co-ordinating Group, an officer or by joint arrangements.

The Scheme of Delegation has been prepared on the basis that there will be no changes to previous arrangements as regards the allocation of executive functions, except for those of a clerical nature and those which reflect organisational changes within the Council. The Leader may make a statement at the meeting as to any further amendments to be made to the scheme as regards executive functions. Any future changes will be notified to all Members of the Council directly they are made, formally reported to the next meeting of the Council and included in the Council's Scheme.

Changes have also been made to the Scheme of Delegation and Standing Orders to reflect:-

- the introduction of the Sheffield City Region;
- changes to officer delegation within directorates;
- the change in the description of a key decision as introduced by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012;
- an additional authorisation for court representation;
- the Terms of Reference of the Standards Committee have been amended to reflect the changes in the Localism Act 2011;
- ending of RBT arrangement;
- the withdrawal of the answering of public questions at the Annual Council meeting, as it is primarily ceremonial in nature;
- the regularisation of the appeals in respect of market licensing;
- the inclusion of the powers of the Health and Wellbeing Board and appropriate delegation to the Director of Public Health;
- an increase the authorised expenditure of the Director of Human Resources to £750,000 to enable the ordering of vehicles in accordance with the Council's Salary Sacrifice Scheme; and
- the renewal of support and maintenance contracts to be made within 5 years of the original contract without a tendering exercise and such contracts to be authorised by a director.

Meeting Frequency

To assist in facilitating meetings with a reduction in accommodation and fewer staff the frequency of meetings has been changed.

Cabinet will meet on a three-weekly cycle rather than fortnightly; all Cabinet Member meetings will be monthly; the Overview and Scrutiny Management Board will meet monthly rather than fortnightly and the Audit Committee will meet every 6 weeks rather than monthly.

All other meetings frequency remains unchanged. There is the ability to call urgent meetings should they be required.

8. Finance

The reduction in meeting frequency will enable staff resources to assist with other duties.

9. Risks and Uncertainties

An annual review of the Council's constitutional documentation helps to enhance robust and procedurally correct decision making.

10. Policy and Performance Agenda Implications

There is a need for sound corporate governance and open and transparent decision making, which is assisted by clear constitutional documentation and in particular delegation arrangements.

11. Background Papers and Consultation

The Council's Constitution

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